



SANDOWN TOWN COUNCIL

## Grant Award Policy

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## 1. INTRODUCTION

- 1.1. The Council can use Section 137 of the Local Government Act 1972 to award grants.
- 1.2. An allocated amount is included in the budget each year to facilitate this.
- 1.3. The following policy sets out how Sandown Town Council considers and makes grant awards.
- 1.4. The policy enables the council to make an informed and fair assessment of grant applications, so that decisions made in relation to grant applications within the allocated grant budget are made in a way which is fair and transparent.

## 2. GENERAL PRINCIPLES

- 2.1. Grants will only be awarded for activities and projects that are:
  - (a) In the interests of the town; or
  - (b) For the benefit for some, or all, of the residents of Sandown; or
  - (c) Improve the range of services in the town.
- 2.2. Grants can be awarded to voluntary groups, charitable bodies, and community organisations, including new organisations or bodies being established.
- 2.3. Generally, only one grant will be awarded to an organisation in any financial year.
- 2.4. The award of a grant in any given year does not set a precedent for or preclude the award of a grant in a subsequent year.
- 2.5. Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- 2.6. Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.
- 2.7. The Town Council reserves the right to decline any application or to apply conditions to the grant.
- 2.8. Recognition of the grant from Sandown Town Council must be made in any publicity details of the grant award will be published by the council in its accounts and other published documents.
- 2.9. The Town Council recognises that for smaller organisations with lesser levels of governance and financial management or recently formed with little history, a small grant can make a major difference. To cater for this, there will be a lesser burden of information required for small grants up to £200. Whilst for larger grants, the Council needs to be assured of a higher level of governance and financial management, and a more detailed level of information will be required to consider a grant application.
- 2.10. Applications submitted without the required supporting information, will not be considered.

## 3. AMOUNTS AWARDED

- 3.1. There are no upper or lower limits set for the amount of any grant, but generally they will be restricted to a level of £500.

- 3.2. The total amount of grants awarded in any one financial year will not exceed the sum allocated in that year budget for disbursement as grants.
- 3.3. The Town Council will normally expect to distribute grants to a variety of organisations. This may mean a smaller amount is awarded than that requested.
- 3.4. The Council will normally only fund up to a maximum of 50% of a project cost.
- 3.5. Grants will not be awarded to cover costs that have already been incurred.

#### 4. ELIGIBLE PARTIES

##### 4.1. Grants can be applied for by:

- (a) Not-for-profit groups operating for the benefit of the community in Sandown.
- (b) Groups set up for charitable purposes,
- (c) Groups of people, not necessarily constituted who have specifically come together to run a project.
- (d) A new group being set up. For new groups information will be required on:
  - Why the group is being started the group and how it will be continued
  - If there is any support from people wanting to join or run the group
  - How it has been established there is a need for the proposed activity or project.
- (e) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.
- (f) Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- (g) Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Sandown.

#### 5. INELIGIBLE PARTIES

- 5.1. Sandown Town Council is prevented by law from giving financial assistance to individuals.
- 5.2. Sandown Town Council will not provide a grant to aid commercial organisations which aim to generate a profit.

#### 6. ELIGIBLE PROJECTS OR ACTIVITIES

- 6.1. Grants will be awarded, at the discretion of the Sandown Town Council, to organisations and projects which provide or improve:
  - (a) Safety
  - (b) Recreation
  - (c) Community pride
  - (d) Sports
  - (e) Art, culture or heritage
  - (f) Services for children and young adults

- (g) Services for the elderly
- (h) Services for people with disabilities or;
- (i) Other projects or services which the Council considers will be of benefit to the local community or Sandown's residents.

## 7. IN-ELIGIBLE PROJECTS OR ACTIVITIES

- 7.1. Grants will not be awarded for projects or activities that:
  - (a) Are statutory responsibilities.
  - (b) Could reasonably be expected to be funded from other sources.
  - (c) Could reasonably be expected to be funded from membership subscriptions.
  - (d) Are political in nature.
  - (e) Seek to promote or oppose a religious viewpoint or activity.
  - (f) Seek to fund professional services.
  - (g) Seek to fund salary, routine or other administration costs.
- 7.2. Grants cannot be awarded in relation to church buildings and other property owned by religious institutions.

## 8. APPLICATIONS

- 8.1. Applications are accepted at any time throughout the year but will not be considered until the next meeting of council.
- 8.2. Applications are considered in accordance with the policy and criteria set out above.
- 8.3. Grant applications will only be considered if:
  - 8.3.1. Submitted using Sandown Town Councils Grant Application Form
    - Form A – Lower-Level Grants  
Grant applications up to and including £200
    - Form B – Upper-Level Grants  
Grant applications in excess of £500
  - 8.3.2. Supported with all requested/relevant documentation.
  - 8.3.3. All the questions on the application form are answered as fully as possible to provide a detailed picture of the proposed project or of the activities and of your organisation within the town.
- 8.4. Amounts over £500 will be given only in exceptional circumstances. If you feel you may have a special case, please discuss this with the Clerk in the first instance.
- 8.5. Grants applications should be submitted at least 14 days before the next meeting of council or will be considered at the following meeting.

## 9. CONSIDERATION OF APPLICATIONS

- 9.1. The council will consider if funding requested is commensurate to the benefit obtained by the residents of Sandown, including:
  - (a) How well the grant will meet the needs of the community.
  - (b) How effectively the grant will be used by the applicant.
  - (c) If the costs are reasonable and expected contributions that have been or are being raised locally are realistic.
  - (d) If the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
  - (e) The constitution and management of the applicant.
- 9.2. The council reserved the right to seek additional information in relation to the application and the applicant including undertaking checks and balances.
- 9.3. Groups working with young people and/or vulnerable adults are required to have protection policies in place staff must have been subject to the required safeguarding checks.
- 9.4. Applicants will need to demonstrate that they have adequate public liability or other insurance for the planned activity or project.
- 9.5. If funding has previously been awarded for the same project or activity, the Council must be satisfied that the project or service was delivered to a satisfactory level.

## 10. AWARD OF GRANTS

- 10.1. Applicants will be informed of the decision on their grant application within two weeks of council considering the application.
- 10.2. Grant awards will by preference be paid by bank transfer into the bank account of the organisation. Payments will not usually be made to individuals, with the exception of the lower level grants where the organisation does not have/intend to have a bank account for the organisation can satisfy the Council that monies will be and have been appropriately spent.
- 10.3. The grant can only be awarded to the value approved by council.

## 11. GRANT AWARD CONDITIONS

- 11.1. Grant awards are made subject to the following conditions:
  - 11.1.1. The grant award must be used for the purpose detailed in the application.
  - 11.1.2. Monies must be used within one year of award. The council recognises that project timescales can slip for valid reasons. In such circumstances, the council expects to be informed of any issues.
  - 11.1.3. If a project does not ultimately proceed as planned, grant monies will be returned.
  - 11.1.4. Proof of purchase will be made available to the council if an award relates to a specific item.
  - 11.1.5. The applicant will provide to the council all such assistance as is reasonably necessary to enable the council to comply with its requirements under the freedom of information action.

11.1.6. The applicant will acknowledge the contribution made by the council when arranging promotional activity or literature including press releases relating to the application.

## 12. REPAYMENT OF GRANTS

12.1. Sandown Town Council will require repayment of monies if the applicant is unable to use the award for the stated purpose.

12.2. The council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if:

- The organisation to which the grant was awarded ceases to exist
- The grant is not used for the purposes specified, or the applicant does not comply with the conditions of the grant.

12.3. Should dishonesty be found in relation to the application or spending the grant, the matter will be reported to the police and the Council will press for prosecution.

## 13. DATA PROTECTION

13.1. By submitting the application form, you give permission for Sandown Town Council to use the information that you provide for purposes including but not limited to:

- Establishing entitlement to a grant; and
- Inclusion in the council's records, including those which by law must be published.

13.2. Sandown Town Council aims to make the grant making and assessment process as open and clear as possible. Therefore, meetings are held in public and individual applications may be discussed in front of the public and press.

13.3. In certain circumstances the council recognises this is not appropriate and consideration is given to what information it would be appropriate to reveal, recognising the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law.

13.4. If you think your application falls within this category, please notify the clerk on application.

## 14. CONTACT DETAILS

RFO: Jennifer Armstrong  
The Broadway Centre,  
1 Broadway,  
Sandown,  
Isle of Wight  
PO36 9GG

Tel: (01983) 408 287/ 300 329

Email: [rfo@sandowntowncouncil.gov.uk](mailto:rfo@sandowntowncouncil.gov.uk)



SANDOWN TOWN COUNCIL

# Grant Application - Form A

## Lower Level Grants - Up To £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

### Applicant Details

#### A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

#### A2. Name of Contact

This should be the main contact in respect of this application.

#### A3. Address

This should be the address of the organisation or the main address for correspondence.

#### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone:

Mobile:

Email:

**A5. Club/Organisation Description**

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.

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**A6. Link to the Sandown Community**

Briefly explain how your organisation is linked to Sandown and supports its community.

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**A7. Membership (if you have one) - number of individuals involved in the organisation/activities.**

Total Membership:	Adults:	Children:
Sandown Residents Membership:	Adults:	Children:

**A8. Registered charity no (if applicable)**

No:	Not Applicable:
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**A9. VAT Registered**

No:	Not Applicable:
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**C2. Additional Funding**

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.


**C3. Previous Applications**

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

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**Additional Information**

**D1. Additional Information**

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

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## **Declaration**

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed

Date of Application

Name (in capitals)

Position in Club/Organisation

Please return completed forms to:

Town Clerk  
Sandown Town Council  
The Broadway Centre  
S1 Broadway  
Sandown  
IW  
PO36 9GG

Email signed forms to: [rfo@sandowntowncouncil.gov.uk](mailto:rfo@sandowntowncouncil.gov.uk)



SANDOWN TOWN COUNCIL

## Grant Application - Form B

### Upper Level Grants - Over £200

Please complete this form as clearly as possible. You may continue onto additional sheets, if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please refer to our grant policy, before completion of this form.

#### Applicant Details

##### A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules if you have them.

##### A2. Name of Contact

This should be the main contact in respect of this application.

##### A3. Address

This should be the address of the organisation or the main address for correspondence.

##### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone:

Mobile:

Email:

##### A5. Club/Organisation Description

Briefly describe your organisation's activities/intended activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence. If you are recently formed, please state that and whether your application relates to a one off project or a longer/ongoing activity.



**A6. Link to the Sandown Community**

Briefly explain how your organisation is linked to Sandown and supports its community.

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**A7. Membership (if you have one) - number of individuals involved in the organisation/activities.**

Total Membership:	Adults:	Children:
Sandown Residents Membership:	Adults:	Children:

**A8. Registered charity no (if applicable)**

No:	Not Applicable:
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**A9. VAT Registered**

No:	Not Applicable:
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**Grant Details**

**B1. Description**

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

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### C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

## **Additional Information**

### D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

### D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation's constitution or set of rules
- A copy of your bank statement and recent accounts
- A copy of any quotations as specified in section C1

## Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed

Date of Application

Name (in capitals)

Position in Club/Organisation

Please return completed forms to:

Town Clerk  
Sandown Town Council  
The Broadway Centre  
S1 Broadway  
Sandown  
IW  
PO36 9GG

Email signed forms to: [rfo@sandowntowncouncil.gov.uk](mailto:rfo@sandowntowncouncil.gov.uk)