



GUIDANCE NOTES – COMMUNITY GRANTS POLICY

Each year, Keswick Town Council makes financial contributions to local organisations which provide valuable services that bring benefit to the local community.

1. Who Can Apply?

Local community groups, voluntary organisations and sports/recreational clubs. All must be of a non-commercial nature and MUST fall within the Parish boundary of Keswick.

The paramount concern of the Town Council is that any grant application must be seen to be of benefit to residents of Keswick.

2. How can the grants be used and how are they decided?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant.

The Council will appoint a Grants Panel to consider all applications and make recommendations to full Council for a final decision. The Council will decide applications in November/December for payment in May the following year.

3. When and how should an application be made?

The Council's policy is to consider all grant applications during the year before they are paid. The Council's financial year runs from 1st April to 31st March. Applications are invited in September each year and will be considered in October/November shortly before the Council decides its budget for the following year. So if you want a grant for 2019, for example, you must apply during September/October 2018.

Applicants will be notified by the end of December whether their grant bid has been successful, in whole or in part.

All applications are to be made on a specific form which can be obtained from Catherine Parker, Responsible Finance Officer, catherine@keswicktowncouncil.gov.uk or from the Council's website www.keswicktowncouncil.gov.uk

4. What is required with the application?

- A copy of your organisation's latest audited accounts and balance sheet
- An estimate of the income and expenditure for the current year.

5. How are the applications assessed?

In allocating the amount of funding available, the Grants Panel will take into consideration the following:

- Amount of grant requested
- The purpose of the grant
- Grants received in the past five years
- To what extent the applicant organisation serves the town community
- To what extent a grant would serve the town community in this case
- How frequently the town community might benefit
- Whether the organisation is based in the town
- Whether the request fulfils a need that would not otherwise be met
- Whether a grant would offer support in a crisis or provide a lifesaving service.

Revised August 2018 - CP