



## **POLICY AND GUIDANCE NOTES – COMMUNITY GRANTS POLICY**

Each year, Keswick Town Council allocates a specific sum of money to be made available as financial contributions to local organisations which provide valuable services that bring benefit to the local community. The Council will look at each application on its merits, but we will expect you to show how the money will benefit the residents of Keswick.

Keswick Town Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will expect its contribution to be acknowledged in some way.

If the grant is over a certain threshold (currently set at £2,000) the Council will expect written feedback on how the grant has been spent by the end of the financial year in which the grant was made. Failure to provide this information could result in future applications being rejected.

### **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. Grants will only be made to individuals under exceptional circumstances.

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.

All applications will be considered on their merit, there is no set grant amount, however the Council has a set budget every year from which to give grants and aims to support as many organisations as possible.

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.

### **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 1<sup>st</sup> April to 31<sup>st</sup> March. Applications are invited in August/September/October each year and will be considered in November shortly before the Council decides its budget for the following year. Therefore if you require a grant for 2023, for example, you must apply between August and the October deadline in 2022.

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

### **4. What is required with the application?**

- All applications are to be made on a specific form which can be obtained from Vivien Little, Town Clerk at [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk) or from the Council's website [www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)
- A copy of your organisation's latest audited accounts and balance sheet
- An estimate of the income and expenditure for the current year.
- A bank account in the organisation's own name, or evidence of working with another organisation to provide a similar demonstrable financial control system.

The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.

Where there is a substantial change in the circumstances of the applicant, the Town Council reserves the right to reconsider the grant of an award, its amount and/or restrictions applying to any award prior to payment.

*Please note retrospective applications will not be accepted.*

If you have any questions, please contact the Town Council office and ask for assistance.