



# Leigh-on-Sea Town Council

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## GRANT AWARDING POLICY

### Policy Statement

The purpose of any grant given by Leigh-on-Sea Town Council (LTC) is to support local community initiatives in Leigh that are not funded by LTC. It is to be for a specific purpose in the interests of or will directly benefit the Leigh Town Council area or its residents (whether fully or in part) and the benefit should be commensurate with expenditure.

### Conditions of Funding

The organisation must be either non-profit making or charitable, ideally with clearly written aims & objectives, a written constitution, membership rules and a bank account in its own name with more than one authorised representative required to sign each cheque.

Any request for funding of room hire will only be considered if the hire takes place at Leigh Community Centre.

1. The organisation may only make one application for a grant in any financial year dated from 1<sup>st</sup> April – 31<sup>st</sup> March.

Applications will **NOT** be considered from:

- Political parties
- Commercial organisations
- Any organisation that makes a charge for attendance at Leigh Community Centre when the grant award request is for regular room hire at Leigh Community Centre
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability

This list is not exclusive and may be added to at the Council's discretion

### Use or Purpose of the Grant

LTC provides grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Leigh Town Council area by:

- Providing a service or requiring room hire at Leigh Community Centre
- Providing community related activities
- Enhancing the quality of life for Leigh Town Council residents
- Improving the environment in Leigh
- Promoting Leigh-on-Sea in a positive way

Applications will **NOT** be considered for:

- Projects which benefit single individuals or private business projects
- Projects that are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property that cannot be used by the community
- Projects that have already been completed, or will have been by the time the grant is issued
- Prize money

### **Application Procedure**

1. A completed application form.
2. Copy of Income & Expenditure figures and Balance Sheet for last financial year OR for new initiatives, a Budget Forecast.
3. Copy of written constitution (if applicable) together with details of their aims and purpose.

### **Assessment Procedure**

Grant offers cannot be made until Council approves the budget for the financial year. A grant request can only be for a maximum of £500. Any amount stated in the application form does not guarantee an award for the stated amount. A completed grant request must be received by 31<sup>st</sup> March or 30<sup>th</sup> September.

Each application will be assessed on its own merits. However, to ensure that there is a fair distribution of available funds, the appropriate Committee will take into account the amount and frequency of any previous awards. Account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities. No commitment to award grants in future years will be made.

The appropriate Committee may make the award subject to such additional conditions and requirements as it considers appropriate. The organisation will receive notice of the outcome of their application within two weeks of the Committee meeting.

### **Successful Applications**

1. The grant will be paid by bank transfer and must be acknowledged within 2 weeks of receipt by the organisation. If the grant is for room hire at Leigh Community Centre, then this will be retained by LTC to cover the cost.
2. Organisations are required to advise their users/members that a grant has been received from LTC.
3. The grant must only be used for the purpose for which it was awarded.
4. LTC reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
5. LTC are to be acknowledged on any promotional material advertising the project/activity.

**APPLICATION FORM FOR GRANT AWARD  
FROM LEIGH-ON-SEA TOWN COUNCIL**

<p>Name of Organisation and Lead Contact:</p>  <p>Position in Organisation:</p>		<p>Address:</p>	
<p>Contact Number:</p>		<p>Email Address:</p>	
<p>Please provide a Brief Overview of the Project your Organisation are planning, including Aims &amp; Objectives:</p>			
<p>How will the Project benefit the Local Community? :</p>		<p>Please state Target Demographics:</p>	
<p>Amount of Grant Requested:</p>		<p>Date Funding Required from:</p>	
<p>Please list the uses/items that the Grant Award Funding will be allocated to:</p>		<p>Estimated Total Cost of the Project:</p>	
<p>What impact will the Grant Award Funding have on your Project?:</p>			
<p>Has funding been sought elsewhere? If so when? :</p>			

<p>Please list companies/ organisations approached for funding:</p> <p>Were other applications successful?:</p>			
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p> <p>If yes, will there be a charge to those attending?</p>		<p>If yes, please provide details of hire:</p> <p>(Such as dates, times, room size, event)</p>	
<p>Confirmation that the Project complies with Equality Obligations: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Confirmation that the Applicant has read &amp; understood the Grant Awarding Policy Conditions: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Any other Comments in support of the Application:</p> <p>Please attach additional Supporting Documents if required</p>			
<p>How did you hear about the Grant Award Scheme?</p>			
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>			