



**D O W N H A M**  
**M A R K E T**  

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**T O W N C O U N C I L**

# GRANTS POLICY

**Date of Adoption:** 17 October 2023. Revised Jan 2024

**Review Cycle :** Every three years, or earlier in the event of legislative changes

# GRANTS POLICY

## 1. BACKGROUND

- a. Downham Market Town Council (the Council) is funded by the residents of Downham Market and therefore provides funds to Downham Market residents and communities only.
- b. One way in which the Council does this is via the grants process - whereby the Council supports local groups and organisations in Downham Market by providing grants to aid their work.
- c. These grants are awarded via an established system, designed to ensure that these organisations meet criteria as set out by the Council for this purpose.

## 2. IMPORTANT TERMS AND CONDITIONS

### 2.1 Grant applications will only be considered where -

- a. The project or activity directly benefits residents within the boundaries of Downham Market.
- b. The project is not funded by any other means by the Council.
- c. There is clear evidence of need for the project and it is clear who the beneficiaries will be.
- d. The application is made on behalf of charitable, non-profit making organisations and community groups.
- d. The group/organisation has clearly defined aims and objectives.
- e. The organisation has its own bank account and at least 2 signatories.
- f. Grant request does not exceed 75% of the overall cost of the project or activity.
- g. Applicants should not rely on this grant aid in the future - repeat applications will not necessarily be considered.
- h. Groups working with young children/vulnerable adults provide a written statement that protection procedures are in place, and that police/Disbarring Service checks are carried out in accordance with vetting regulations.
- i. All supporting documents required are submitted with the application form.

### 2.2 Grants will **not** normally be awarded to:-

- a. Cover running costs or revenue shortfalls (e.g. utilities, insurance, broadband, salaries and staffing costs).
- b. Cover loans or debt.
- c. Fund activities of a political or religious nature, except where there is an ongoing benefit to the wider community, irrespective of religious beliefs.
- d. Fund work which has already started or been completed.
- e. Individuals or profit generating organisations.
- f. General appeals, sponsorship, or fund raising requests from organisations.
- g. Applications from education, health or social services establishments will only be considered where the organisation can demonstrate that it is working in partnership with other groups, and where there are ongoing benefits to the wider

community.

- h. Applications from “upward funders”, i.e. local groups/charities whose fund-raising is sent to a central headquarters for redistribution. The overriding principle is that any grant directly benefits residents of Downham Market.

### **3. COMMUNITY ENGAGEMENT POLICY - CONSIDERING A GRANT**

Council priorities and ambitions will inform all grant decisions.

In this way, the Council will look to support those groups and organisations working to assist local people.

### **4. KEY PROCESSES/FACTORS**

- a. An overall budget for grants will be set by the Council annually and invitations for applications will be issued twice yearly. Deadlines for grant applications are normally 28 February and 30 September.
- b. Grant Applications will be considered by the Community Development Committee up to a value of £2000. Grant requests above £2000 will be referred to Full Council for decision.
- c. Funds should only be used for the stated project purpose and the purposes set out in the original grant application. If any funds remain unspent, they should be returned to the Council at the earliest opportunity.
- d. Awards generally cannot be made retrospectively - if any work has started or taken place prior to the acceptance of grant funding, then it will not be eligible.
- e. If a funded project realises a profit, the Council must be informed in writing. The Council will then take a decision on whether to ask for any monies back.
- f. Downham Market Town Council should be credited in any publicity.
- g. A complete copy of an organisation's/group's set of accounts, or at least three bank statements, governing documentation and relevant policies relating to the project must be provided within seven days of a grant application being submitted.
- h. Following a successful grant application, an end of grant report must be submitted to the Council upon completion of the project/activity. This report will include information on how many people benefitted from the project/activity; how funds were used; what difference the project/activity has made to the organisation and/or the local area.
- i. All groups/organisations will be expected to report to the Council on how the grant was used and those receiving a grant will be asked to attend the Annual Town Meeting to report on their project/activity. Failure to attend may result in future applications not being considered.

## 5. THE APPLICATION PROCESS

- a. All grant applications must be made in writing and submitted on the Downham Market Town Council Application Form. This can be requested by **emailing** [info@downhammarkettc.co.uk](mailto:info@downhammarkettc.co.uk)
- b. Completed forms must be clear, legible and preferably submitted by email to [info@downhammarkettc.co.uk](mailto:info@downhammarkettc.co.uk)
- c. The decision of the Council is final and detailed feedback will not be provided for unsuccessful applicants. There is no right of appeal, however, applicants may submit an amended application after six months.

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