

Grant Award Criteria: Sandwich Town Council

Please note that Sandwich Town Council offers grants of no more than £250 per award, within annual budgetary constraints. As agreed at December 2017 Council Meeting, this amount can be increased in exceptional circumstances for projects of merit.

How are grant applications considered?

Grant applications are considered on the following bases:

- How well the grant will meet the needs of the people of Sandwich.
- How effectively the organisation / individual will use the grant.
- Whether the stated costs are appropriate and realistic.
- The level of other funds generated towards the project.
- The level of available reserves held by the applicant organisation.
- Whether the applicant could reasonably have been expected to raise sufficient funding from a more appropriate source.
- How an applicant organisation is managed.

Eligibility Criteria

- Any grant application must be for a service of clear benefit to the people of Sandwich, or a group among the people of Sandwich (for example, disabled people living in the town).
- No grants will be made to private organisations operating as a business to make a profit or surplus, or operating for private gain.
- No grants will be made to political parties or to organisations intending to support or oppose a political party.
- Religious organisations may only apply for grant funding if that funding will be used for a project of clear benefit to the wider Sandwich community, irrespective of religious beliefs. Grant funding may not be used for the purpose of financially supporting worship or proselytisation.
- Any organisation which applies for grant funding must have a written Constitution which has been formally adopted by its members. It must also have a bank account in its own name, with two authorised representatives to sign each cheque.
- Organisations applying for grants must provide audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Newly-formed organisations must provide a comprehensive budget and business plan.
- Financial support from the Council must be acknowledged on all publicity and printed material.
- Applications may not be made to cover money already spent.
- A final statement of progress made against the aims specified in the grant application must be submitted to the Council before the end of the financial year in which the grant was awarded.

- Should the grant not be spent, or be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council.
- Organisations must comply with all relevant legal and statutory requirements. In particular they must be committed to equal opportunities and must, if they work with children and / or vulnerable adults, have relevant and up-to-date policies and procedures in place.
- An individual may apply for a grant as long as it will be used for a project of direct benefit to all or some of the people of Sandwich. Individuals must supply a detailed written plan and budget for their project in addition to the basic information required on the application form.
- Local groups which have a national umbrella or parent organisation will only be awarded a grant if funds are not available for a specific project from the national organisation or if such funds would be inadequate for the project. In any case the project must be of demonstrable benefit to the people of Sandwich.
- Organisations which are the responsibility of another public sector body or agency (e.g. schools) may be eligible for grant funding if the applicant organisation can demonstrate that they will be working in partnership with other local organisations to the benefit of the wider Sandwich community.
- Grants will not be offered to cover revenue funding.
- Grant funding, if awarded, may not be added to reserves (unless as part of a programme of funding for a particular project previously disclosed to and approved by the Council). The level of an organisation's available reserves may be taken into account when judging the relative merits of applications.
- Applicants must demonstrate they have successfully sought or generated funds elsewhere on a match fund basis and are not solely reliant on a grant from Sandwich Town Council.