

# Canvey Island Town Council

## Grant Application Policy

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1. The annual deadline for receipt of grant applications is (31<sup>st</sup> December). Applications received after this date will not be considered in the current financial year. (The financial year is from 1<sup>st</sup> April to 31<sup>st</sup> March.)
2. Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
3. Grants are restricted in the purpose to which they may be put and applications should only be made for capital expenditure, however, the Council may consider providing a grant to eligible organizations for running costs but an award of such a grant will not imply a continuation of support for the organisation in future years.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Canvey Island, other bodies to which applications for financial assistance have been made, and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made over a period of time. However the history of previous applications will be considered in the decision making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will lapse.
7. The maximum figure set for grants awarded is £500. A budget for grants will be set annually by the Council and you are advised to check the budget available before submitting your application.
8. Applications will be considered at a meeting of the Policy and Finance Committee and applicants will be informed of the outcome after that meeting.
9. The Council policy is that financial assistance will only be made to small-scale local projects and not national or county appeals. However, this does not preclude local branches of national organisations from applying.
10. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
11. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.