



1. STATUTORY AUTHORITY

- 1.1. Fleet Town Council will consider Grant Applications for activities which it can legally support
- 1.2. The amount of grant requested is commensurate with the benefit to the community of Fleet.

2. ADMINISTRATION

- 2.1. The awarding of grants is delegated to the Policy and Finance Committee.
 - Grants will only be considered and awarded at the four main Policy and Finance Meetings per Council year.
- 2.2. There is no maximum grant available to any one organisation (within the budgetary limit set each year)
- 2.3. Only one grant application by any organisation may be considered in any one year, except where the organisation is promoting more than one unrelated event and each event is deemed to be of benefit to the community
 - In each new financial year the committee may consider re-applications that were refused in the previous year.
- 2.4. Grants will not to be awarded in consecutive years except in the case of Core Clients [see below]
- 2.5. All grant applications shall be considered on merit. The primary selection criteria are:
 - Benefit to the parish at large or its inhabitants
 - Longevity of the project/benefit.
 - Degree of self help proposed by organisation (match funding in money or physical input)
 - Access to other funds and evidence of efforts to secure other funds.
- 2.6. Where more applications are submitted than funds available the applications shall be prioritised on the above criteria.
- 2.7. All grant applications must be made on the appropriate form which is available on the FTC website
 - Only applications accompanied by a completed form will be assessed by the Policy and Finance Committee.
 - Failure to provide all requested supporting information including financial returns or financial status of the organisation or project will result in rejection of the application by the Clerk to Council.
- 2.8. Applicants for grants will be called to make a presentation.

2.9. Committee may stipulate payment only on receipt of invoice (s)

3. CONDITIONS.

3.1. All grant applicants are bound by the conditions set out in this policy

3.2. Grants will not be awarded retrospectively.

3.3. Grants must be used for the purpose declared.

3.4. All grant monies must be accounted for.

- Any grant money not used for the declared purpose within 12 months shall be returned, unless evidence can be provided of extenuating circumstances delaying the expenditure.

3.5. Recipient organisation will acknowledge the grant made by including “supported by Fleet Town Council” or similar in all communication or publicity.

3.6. Successful applicants grant the Town Council the right to use the authorisation of the grant and the details of the project in Council promotions.

4. ELIGIBILITY

4.1. For the sake of clarity, eligible claims includes:

- Capital cost of new or improved facilities or equipment.
- Provision of a public service.
- Support for a specific event which raises the profile of the Town and is deemed of a community benefit
- Transport for trips.
- Training or purchase of expertise to the long term benefit of the organisation and thus the community

4.2. Grants will be made to:

- Local clubs, societies and organisations demonstrating a benefit to the town or its inhabitants.
- Organisations or activities supporting disadvantaged groups within the parish area

4.3. Grants will **NOT** be made to:

- Individuals.
- Commercial organisations.
- Political or quasi political groups.
- Organisations located outside the town unless there is specific proof of benefit to Fleet or its residents.
- Charity appeals or be used for charitable donations made by the applicant organisation
- School activity within normal school time.
- Cover the cost of room hire at any venue including Town Council rooms except where an event for the benefit of the residents of Fleet is arranged and the organiser is unable to generate its own income or hold significant reserves.

5. CORE CLIENTS

5.1. The Policy and Finance Committee may define a class of “Core Clients” who are eligible to receive grants for up to a maximum of four years whereafter grants may be given again after the grant expires. Core grants may be sought through consideration of the Policy and Finance committee without the standard grant application but with the presentation of an Annual Report based on the previous year’s activities and which shows the level of reserves available to the applicant organisation immediately before the start of the project or the financial year for which the grant is claimed. Core Clients are defined by:

- Primarily being voluntary organisations operating on a not for profit basis to the greater benefit of the community
- Providing a regular and consistent service to the local community in support of Council Policy.
- Having aims and objectives complementary to the priority needs of the local community
- Having limited ability to obtain funds elsewhere.
- Having an on-going revenue commitment such as rent and salaries, public liability insurance, security arrangements etc

5.2. An annual review of potential Core Clients will be undertaken by the Policy and Finance Committee at the commencement of each Financial Year.