



**FINANCIAL GRANT
POLICY &
APPLICATION FORM**

of the

**WATCHET TOWN
COUNCIL**

REVIEWED AND ADOPTED BY WATCHET TOWN COUNCIL ON 16TH SEPTEMBER 2024

1.1 Policy

Under current legislation Watchet Town Council is allowed to set aside money within each year's budget for disbursement on grants to organisations contributing to the life of the Town by enhancing the area and its facilities or providing opportunities for local people. The total amount allowed to be disbursed in grants is set by the number of registered electors¹.

Grants are limited to those organisations which demonstrate a need for assistance, which provide equality of access and opportunity, and which provide adequate information to enable the Town Council to make an informed decision. Full criteria and conditions for eligibility are at Paragraph 1.4.

1.2 Grants AIMS

The grants are given to:

- Enable local people to participate in voluntary groups and activity;
- Help voluntary groups to improve their effectiveness and outreach;
- Support the provision of services essential to the town to be provided by voluntary organisations;
- Support organisations which meet the needs of people experiencing social and economic difficulties.

To ensure that fair and proper consideration can be given to all requests, the Town Council may request some or all of the following be submitted to the Town Clerk:

- A completed application form;
- The most recent full set of accounts available and/or a financial projection or budget for the period following the accounts, including identification of any alternative sources of funds;
- Information the applicants consider will support their submission such as the aims and purpose of the project or activity, and demonstration of a clear need for financial support.
- The number of Watchet residents it is estimated will benefit.

1.3 Process

Applications will be invited for consideration at the Finance & Staffing Committee meetings which are held every month (apart from August each year) and applications must be submitted with required associated documentation to the Town Clerk at least 2 weeks in advance of the scheduled Committee meeting for the application to be considered. A schedule of meetings is available on the Watchet Town Council Website www.watchettowncouncil.org

- All applicants will be required to submit an application form;
- All applications will be required to provide a copy of their organisations Constitution
- All applicants will be contacted following the Finance & Staffing Committee meeting at which their request was considered, regardless of the outcome.

Organisations requesting a financial grant over £100:

- will be required to provide a copy of their previous year's accounts or a budget forecast;
- will be required to attend the Finance & Staffing Committee meeting to address members with a 3-minute presentation. A decision on the application will not be made until the following month's meeting

1.4 CRITERIA AND CONDITIONS

- The Council will consider all Applications that are submitted but reserves the right to indicate priority areas for funding in any given grant-giving round.

¹ The Department for levelling Up, Housing and Communities notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 for local (parish and town) councils in England for 2024/25 is £10.81 for each registered elector

- Organisations applying to the Town Council should be located within the boundary of Watchet, or their work should be of significant benefit to the Town and its residents.
- Organisations applying to the Town Council must offer equality of access and opportunity for all residents to the services it provides.
- Applications will only be accepted from non-profit voluntary organisations or charitable bodies.
- Applications will not be considered from individuals.
- Grants will not be made retrospectively, and only one successful application will be considered from an organisation in any one financial year. The history of previous applications will be considered, although the provision of a grant one year, does not set a precedent for another year, but nor does it preclude further grants.
- Normally there is a maximum of **£1500** payable for a single grant application in a financial year
- any award is likely to reflect the number of towns-people supported by the requesting organisation, other applications and any history of previous awards.
- Organisations can be “profit making” but not “profit taking”, i.e. it must be run by a voluntary, unpaid management committee.
- The Town Council may provide financial assistance towards specific projects or purchases of equipment.
- The Town Council reserves the right to request a copy of invoices and/or other documentation as evidence that the associated expenditure has been incurred or is planned. As a Statutory Authority, the Town Council has to account for the funds it spends; therefore any organisation receiving a grant in excess of £1000 is required to provide the Town Council with a report within 12 months of the award date to demonstrate how the funds have been expended.

Awards will not normally be awarded for activities that:

- Could reasonably be expected to be funded from other sources;
- Could reasonably be expected to be funded from members’ subscriptions; or
- Seek to promote or oppose a party political viewpoint.

All grants are made subject to the following conditions:

- Applications must be submitted in written or typed form. E-mailed application forms will be accepted in urgent circumstances only, any supporting material is acceptable in that form;
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Town Council;
- Applicants may be required to provide monitoring information on how grant monies are being spent;
- Watchet Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.
- On receiving a grant, organisations will be required to clearly acknowledge the Town Council’s support in their publicity material or event.
- Although not mandatory, a form is attached below to offer guidance to the requirements for completing an application.

GRANT APPLICATION FORM

1. Organisation Details

Name of Organisation/Group	
Address of Organisation	
Name of Contact	
Position in organisation/group	
Address for correspondence (if different from organisation address)	
Tel No(s)	
Email address	
Is your organisation (please delete as appropriate):	<ul style="list-style-type: none"> • A registered charity • A limited company • A branch of a national organisation • Other (please specify)
How does your organisation benefit Watchet residents in your activities? (please attach a copy of your organisations constitution)	

2. Grant Details

Purpose of the Grant	
Detailed & Total Cost of the Project (please attach copies of estimates and/or quotes, if applicable)	

Details of any funding applications made to other bodies and amounts pledged or received	
Details of any other sources of funding	
Have you included a copy of the most recent accounts of your organisation? If not, why?	
Amount of Grant requested from Watchet Town Council	£
Detail any information that may assist the Council in reaching its decision.	
Please give dates and amounts of any grant received from this Council in the last 3 years	
Who will benefit from this grant and how? (please indicate numbers of Watchet residents benefiting)	

If your application is successful the grant will be paid to you by BACS. Please would you therefore provide the following information:

Bank	
Account Name	
Sort Code	
Account Number	

Signature by or on behalf of the applicant(s)

We confirm the information given in this application is accurate and that the organisation undertakes to inform Watchet Town Council of any changes in the organisation's circumstances that would affect this application. We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

1. Signature of Applicant	
Chair of Organisation	
Date	

2. Signature of Applicant	
Position Organisation	
Date	

Additional Notes to assist your application:

- Ensure that two members of your organisation's committee sign this form, one of whom should be the Chair of the Organisation
- Please provide details of the project and the amount of grant requested. You should explain the purpose for which the money will be used (enclosing drawings or estimates if appropriate).
- If you have applied for a grant in respect of this project to any other organisations, please provide details of the amount requested and the date of expected decision

Please attach the following information:

- A copy of your latest audited accounts;
- A copy of your organisation's constitution;
- Copies of any estimates you have obtained;

Completed forms to be returned to:

Town Clerk, Watchet Town Council, Watchet Visitor Centre, Harbour Road, Watchet, Somerset, TA23 0AQ

For Council use only

Does this application clearly fall within the Powers and Duties of Town Councils? If so, which?	
Date to be discussed at Town Council.	
Decision	Grant / Reject
Reason for decision	
Amount of Grant agreed by Council	£
Date organisation/group notified of decision	
Date payment made to organisation/group	