**GRANTS POLICY**

1. **INTRODUCTION**

 The Council is committed through this policy to promote Peacehaven Town as a vibrant, active and sustainable community and to contribute to the development pf various projects and services that benefit the community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment is made by the Council for the specific purpose it is claimed for.

1. **TYPE OF GRANTS AVAILABLE**

There are three types of grant available:

1. Large Grants are for grants over £750
for organisations with a service level agreement with Peacehaven Town Council
2. Small Grants for grants up to £750
for voluntary / community group, registered charity, not for profit organisation of Community interest Company (CIC).
3. Grants to cover room hire
4. **ELIGIBILITY FOR GRANTS**

To be eligible for a grant from Peacehaven Town Council, the applicant must be able to meet all of the following criteria:

1. Be a voluntary / community group, registered charity, not for profit organisation of Community interest Company (CIC) that can provide a prompt and tangible benefit for the benefit of the people of Peacehaven.
2. Provide a completed grant application form signed by the person authorised to apply for the grant on behalf of the organisation. Application forms are available from the Town Council Office or from the website.
3. Be able to demonstrate sound financial management. Ideally last year’s audited set of accounts should be provided.
4. Retrospective applications will not be considered.
5. Where other funding is required, the grant is conditional on the other funding also being available.
6. **CRITERIA FOR SELECTION**
7. Sustainability – Are the aims and objectives of the project clear? Projects must demonstrate sustainability and long term value for money.
8. Management – Has the organisation obtained the correct permissions, have they nominated a responsible person to ensure that the project will be implemented, are they acting within current legislation? Only projects that are properly managed and compliant will be funded.
9. Need – There should be clear evidence of the need for the project.
10. Co-Funding – Projects where other funding has been obtained are more attractive. Have any other fund raising activities taken place?
11. Self-help measures – Projects where self-help measures have been put in place are more attractive.
12. **APPLYING FOR A GRANT**

Grants are considered by the Grants Sub-Committee which is usually held twice a year in April and November. The dates of these meetings are advertised in advance on the Councils website and notice boards. They are also available from the Town Council offices.

The grant application form should be completed as fully as possible. In the case of an actual item being purchased, you should include full details of the item being purchased, supplier and full cost of the purchase.

Return the completed form to the Town Council 14 days prior to the next Grant Sub-Committee meeting.

Incomplete or incorrect forms will be returned so that full information is provided to the Grants Sub Committee. If you need help completing the application form please contact the Town Clerk on 01273 585493.

1. **IF YOU ARE SUCCESSFUL**

If you are successful you will be notified by the Council in writing and payment will be made by BACS transfer to your bank account. Please ensure that the bank account details provided are correct.

Financial support from the Council should be acknowledged in any publicity relating to the project and in the organisation’s annual report. Copies of this material should be sent to the Council. Where possible, items purchased with Council’s support should be marked as such.

The funding may only be used for the purposes set out in the grant application.

If it transpires that funding cannot be utilised for the agreed purpose you must notify the Council at the earliest opportunity.

Room hire grants will be credited to your account each time you use a room.

1. **ON COMPLETION OF THE PROJECT**

Confirmation in writing is to be given by the “Project End Date” that the project has been completed. The letter should verify that the funding has been used for the agreed purpose. A brief statement showing how the grant was spent and how successful it was will be required.

If for any reason the entire grant monies are not fully used then the surplus must be returned.

For large grants you may be asked to provide a presentation for the Annual Town Meeting on the use of the grant.

Adopted by Peacehaven Town Council September 2020

To be reviewed September 2022