



AYLSHAM TOWN COUNCIL POLICY FOR GRANTS

Introduction to the Policy

Aylsham Town Council operates a grant scheme, utilising the income received from recycling, to promote a diverse and active community in the town. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community and provides financial support for local organisations working for the benefit of residents.

Aylsham Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

The budget is limited and in most cases grants to an individual organisation will be a maximum of £500, although at the Council's discretion this limit may be raised to £1,000.

Aylsham Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the town by:

- ✓ Providing a service
- ✓ Enhancing the quality of life
- ✓ Improving the environment, and promoting Aylsham in a positive way

Aylsham Town Council will NOT award grants to:

- ✗ Private individuals
- ✗ Commercial organisations
- ✗ Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- ✗ Local groups where fund raising is sent to a central HQ for redistribution
- ✗ Political parties
- ✗ Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

The above list is not exclusive and may be added to at the Council's discretion.

Requirements for Grants

1. Grants are awarded on a “first come, first served” basis. Once the fund is exhausted, no more applications are permitted until the next financial year.
2. Grants are considered for capital projects/purchases, or replacement equipment, rather than day to day running costs of an organisation, i.e. hall hire.
3. No organisation may submit more than one request every two years.
4. Grants are awarded for the benefit of Aylsham based organisations only
5. Applicant organisations should be either a recognised organisation, or have a formal constitution, committee and bank account.
6. Applicant organisations should submit details of costs for project/equipment, including estimates if the grant is requested as matched funding.
7. Applicant organisations should submit copies of their last year end accounts
8. The Town Council reserves the right to award grants for Council-led community projects.
9. Grants will not be made retrospectively.
10. A grant award must only be used for the purpose stated in the application.
11. Grants must be fully spent within six months of issue
12. The Town Council requests a report on how any grant awarded is spent.

Revised: Town Council Meeting 9th February 2023

Review date: February 2025