

Grant Award Terms and conditions

The Town Council is willing to consider grant requests from organisations which would benefit the Town and its residents.

Grant awards will be paid from the Community Facilities Fund or similar fund received by the Town Council for community benefit, subject to the availability of such funds.

1. The amount of the award will be at the discretion of the Town Council
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Reepham area where the benefit will be for the area.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Reepham area or where there will be obvious benefit to Reepham residents.
5. The purpose for which the grant is made must be in the interest of the Reepham area or any part of it or all or some of the inhabitants of the Reepham area which is defined by the boundaries of the Town Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply.
7. The Town Council will take into account any previous grant made to an organisation or group when considering a new application
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not normally be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. Reepham Town Council reserve the right to request any further information that it deems necessary to assist the decision making process and grants will only be paid upon receipt of requested supporting documentation.
11. All grant recipients are required to provide the Town Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.

12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation or group will be required to repay the grant to the Town Council.

13. The organisation or group should supply such information as the Town Council may request regarding the impact of the project on the Town Council's area.

14. Recognition of the grant from Reepham Town Council must be made in any publicity.

15. All applications will be considered by the Council at the next Town Council meeting following receipt of application, subject to the application being received 10 days before the date of that meeting and included on the agenda (otherwise it will be considered at the following meeting).

How will the application be assessed?

1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.

2. How effectively the group will use the grant

3. Whether the costs are appropriate and realistic

4. What level of contributions has been, or will be, raised locally

5. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.

6. How the organisation or group is managed, as indicated by the constitution.