

GRANT APPLICATION POLICY AND GUIDANCE

Sandbach Town Council is funded by the residents of the Town and therefore has funds available only for the benefit of those who live within Sandbach.

Subject to the availability of funding, the Council is committed to providing financial support by way of a community grant, which is determined following receipt of a completed application form and after consideration by the Finance, Policy and Governance Committee.

The aim of this policy is to encourage community spirit and independence through the delivery of a wide range of local projects.

CRITERIA

1. The award of a grant must benefit all or some of the people of Sandbach.
2. Successful organisations must 'operate' within Sandbach towns' boundary, this does not exclude regional or national bodies that benefit the people of Sandbach.
3. Only not for profit organisations are eligible to apply.
4. There may be only one successful grant application with Sandbach Town Council per year.
5. The Council does not normally fund individuals.
6. The Council does not normally fund running costs, except during the first year of developing a community group and only where evidence of ongoing costs is provided.
7. Preference will be given to those projects that without the Council's help would be delayed or not possible.
8. Applicant should provide details of fundraising or volunteer hours already committed to develop their project.
9. Your organisation can apply for funding if it has already received money from another Town or Parish Council or Cheshire East Council. The organisation will have to demonstrate that the project on which the money applied for will benefit the people of Sandbach.

APPLICATION PROCESS

1. Application form attached for information
2. Applications can be submitted at any time during the financial year and will be considered at one of the four annual Finance, Policy and Governance (Finance) meetings.
3. To be considered at any Finance, Policy and Governance (Finance) meeting, an application MUST be received at least 14 days in advance of the meeting to ensure that all relevant information is in place in advance of the meeting.
4. The application form and all supporting information will be placed in the public domain on production of the meeting agenda, applicants must note that this will include addresses and telephone numbers as shown on the form.
5. The Committee will consider the form when it meets and has the delegated power to award a grant payment of up to £1,000, alternatively it may choose to defer the application pending the provision of additional information.
6. When an amount has been agreed, the RFO/Finance Officer will make arrangements for the payment to be made. Usually this is done by cheque, there is a facility to pay directly into a bank accounts.
7. Successful recipients are requested to complete a grant feedback form, allow the Town Council access to publicise the award and if invited to do so, send a representative to the Annual Town Meeting to outline the work of their group.
8. The applicant will acknowledge that the process and decisions around the grant application are solely a matter for the Council and/or its Committees (subject to scheme of delegation).