



## SANDBACH TOWN COUNCIL

Finance Policy & Governance Committee 3 August 2022 / Council 14<sup>th</sup> September 2022  
(Review Date September 2024)

### SANDBACH TOWN COUNCIL SMALL GRANTS POLICY (FOR GRANTS UNDER £500)

#### Application Criteria

1. The Council will only consider grant applications which progress one or more of its objectives within the Corporate Strategy.
2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. The Council will publicise and promote its Grant Scheme widely to ensure an equitable distribution of resources, across all wards and across all the Council's strategic objectives.
4. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
5. The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
6. Request for grant aid will only be considered from the following categories of applicant:

- A Sandbach based charity
- An organisation serving the needs of the citizens of Sandbach
- Citizens of Sandbach requesting grant aid with a project/event, which will be for the benefit of a wider group in Sandbach.
- A Sandbach based club/association/organisation serving specific section of the community or the community as a whole.
- Successful organisations must 'operate' within Sandbach towns' boundary, this does not exclude regional or national bodies that benefit the people of Sandbach.
- Only not for profit organisations are eligible to apply

7. There may be only one successful grant application with Sandbach Town Council per year.

### **Grant Application Process**

8. Applications must be made on a formal **Small Grant Application Form** (attached to this policy). Grant forms will be scrutinised to ensure they meet the criteria set out in this Policy, before being put forward for decision. Applications which do not meet the criteria will be rejected and applicants informed **within 14 days** of their application being received by the Town Council office.

9. Applications should be made to the Council's Finance Officer

10. Small Grant applications can be made AT ANY TIME in the year as they are not dependent upon the Committee cycle

11. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Sandbach Town.

12. The Council will require details of project, timescales and a brief summary income and expenditure projection, where practicable.

13. Applications can be made if the project has already received funding another Town or Parish Council or Cheshire East Council.

14. The grant application form and all supporting information may be placed in the public domain. Personal information will be redacted before information is made public

### **Grant Payment Terms**

15. The small grant will be paid within 21 days of receipt of evidence of project / item being funded

### **Project Evaluation & Publicity**

16. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The Council's feedback form (attached to this policy) must be returned to the Council within 4 weeks of the completion of the project

17. The Council reserves the right to reclaim the grant if no feedback form is submitted within the timeline and any of the Council's information requirements are not satisfied.

18. It is a requirement of the grant award that the Council's contribution is specified and publicised on any promotional activity or literature including press releases, which should be produced in partnership with the Council.

### **Financial Implications**

19. Community Small Grant provision must be considered annually as part of the Council's budget setting process. Grant applications must be agreed by Council within the annual provision and in line with the above policy. Applications may be deferred to the next financial year if there is insufficient budget at the time of the application.

20. The small grants budget is **delegated** to the Chair of Community & Environment Committee, AND the Chair of Finance, Policy and Governance Committee AND the Council's Chief Officer. All approvals must be within the overall annual budget provision and in line with the criteria set out in this policy.

21. A summary of all small grants awarded during each quarter will be reported retrospectively to the Finance, Policy and Governance Committee.

CL Chief Officer 19.7.22

