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## Fakenham Town Council

### GRANTS AWARD POLICY

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#### 1 Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Council.

The Council makes an annual budget provision for community grants from the precept and has a clear responsibility to the electorate that these funds are spent to assist community organisations located in and working for the benefit of the community.

The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Town.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

#### 2 Grant Application Process

1. The Clerk to the council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2. Applicants will be required to complete an application form, available from the Town Council Office or the Town Council website ([www.fakenhamtowncouncil.gov.uk](http://www.fakenhamtowncouncil.gov.uk)).

All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

3. In addition to the application form organisations will be required to provide the following supporting information:

- full details of the project or activity.
- demonstration that the grant will be of benefit to the local community within the Town.
- the proportion or number of beneficiaries living in the electoral area.
- demonstration of a clear need for the funding.
- a copy of the latest audited/examined accounts.
- If the grant application is £100 or over, then evidence of a bank account in the name of the project is required.
- The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

#### 3 Conditions

Funds available are limited and guidance can be given to applicants as to how much money is likely to be available in a specific financial year. Conditions of Funding are as follows:

- a) The organisation must be either non-profit or charitable.
- b) Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- c) Grants will not be made to projects that discriminate on any grounds.

- d) Grants will not be made to individuals.
- e) Grants will not be made retrospectively.
- f) Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- g) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- h) Only one application for a grant will be considered from each organisation in any one financial year.
- i) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- j) Each application will be assessed on its own merits.
- k) The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- l) Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- m) Grants must be spent within 1 year of award unless permission to extend the time period is granted by the council. Any monies not spent within this time period must be returned.
- n) Recipients may be asked to use the Town council logo and the wording "supported by Fakenham Town Council" on all correspondence and publicity relating to the project supported by the grant.
- o) Recipients must advise the council prior to disposing of any resources or equipment funded/part-funded/supplied by the council as part of the grant application within 2 years.
- p) The Council may apply any additional conditions it deems necessary as part of the grant award.

#### **4 Monitoring & Reporting Process**

It is a condition of the grant that all organisations in receipt of a grant provide an evaluation of the project including written evidence of what the money has been spent on and the benefits realised. The evaluation can include copies of invoices, receipts, photos, press clippings etc and should be submitted within 1 month of the event or project end date.

Councillors or Officers may wish to visit during the event or project to view progress made.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

**Reviewed at Policy & Resources Committee 18<sup>th</sup> March 2025**

**Ratified at Full Council 26<sup>th</sup> March 2025**

**Due for Review in 2027**