



Selsey Town Council Grant Award Policy Adopted 5th December 2018

The aim of Selsey Town Council's annual grant programme is to provide support to projects, groups and events which offer a clear and demonstrable benefit to the residents and town of Selsey.

Selsey Town Council considers grant applications bi-annually, subject to a maximum annual budget. The deadline for applications will be 25th February and 25th August each year. Applications are evaluated by the first meeting of the Finance & Administration Advisory Group following the deadlines and their recommendations considered by Full Council. All awards are made at the discretion of Selsey Town Council and any decision made will be final.

How are grant applications considered?

Grant applications are considered on the following bases:

- How well the grant will meet the needs of the people of Selsey.
- How effectively the organisation / individual will use the grant.
- Whether the stated costs are appropriate and realistic.
- The level of other funds generated towards the project.
- The level of available reserves held by the applicant organisation.
- Whether the applicant could reasonably have been expected to raise sufficient funding from a more appropriate source.
- How an applicant organisation is managed.

Eligibility Criteria

- Any grant application must be for a service of clear benefit to the people of Selsey.
- No grants will be made to private organisations operating as a business to make a profit or surplus, or operating for private gain.
- No grants will be made to political parties or to organisations intending to support or oppose a political party.
- Religious organisations may only apply for grant funding if that funding will be used for a project of clear benefit to the wider Selsey community, irrespective of religious beliefs. Grant funding may not be used for the purpose of financially supporting worship or proselytisation.
- Business or trader associations may only apply for grant funding in connection with events and/or activities which will be of clear benefit to the wider Selsey community. Those associations must be able to demonstrate match funding is in place at the date of the application.

- Any organisation which applies for grant funding must have a written Constitution which has been formally adopted by its members. It must also have a bank account in its own name with designated signatories and be able to demonstrate that appropriate financial controls are in place.
- Organisations applying for grants must provide audited accounts or accounts that have been independently examined by a suitably qualified person for the previous two financial years. Newly-formed organisations must provide a comprehensive budget and business plan.
- Applications for grants towards events must be accompanied by an event management plan and appropriate risk assessments.
- Financial support from the Council must be acknowledged on all publicity and printed material relating to the funded work.
- Applications may not be made to cover money already spent.
- A final statement of progress made against the aims specified in the grant application, including a financial statement of how the grant was spent, must be submitted to the Council before the end of the financial year in which the grant was awarded.
- Should the grant not be spent, or be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council.
- Organisations must comply with all relevant legal and statutory requirements. In particular, they must be committed to equal opportunities and must, if they work with children and / or vulnerable adults, have relevant and up-to-date policies and procedures in place.
- An individual may apply for a grant as long as it will be used for a project of direct benefit to all or some of the people of Selsey. Individuals must supply a detailed written plan and budget for their project in addition to the basic information required on the application form.
- Local groups which have a national umbrella or parent organisation will only be awarded a grant if funds are not available for a specific project from the national organisation or if such funds would be inadequate for the project. In any case the project must be of demonstrable benefit to the people of Selsey.
- Organisations which are the responsibility of another public sector body or agency (e.g. schools) may be eligible for grant funding if the applicant organisation can demonstrate that they will be working in partnership with other local organisations to the benefit of the wider Selsey community.
- Grants may be offered to cover revenue funding if evidence is provided that other fundraising efforts have not raised sufficient monies to complete a project that will benefit the residents of Selsey or enhance tourism.
- Grant funding, if awarded, may not be added to reserves (unless as part of a programme of funding for a particular project previously disclosed to and approved by the Council). The level of an organisation's available reserves may be considered when judging the relative merits of applications.

- Preference will be given to those applicants that can demonstrate they have successfully sought or generated funds elsewhere and are not solely reliant on a grant from Selsey Town Council.
- Any grant funding awarded by STC does not imply that the same organisation will be supported in subsequent years