

## **Grant Awarding Policy**

### **Legislation**

Under Section 137 (1), Local Government Act 1972 as amended by section 36, Local Government and Housing Act 1989; section 8, Local Government Act 2000 and section 118 Local Government Act 2008 the Town Council may, subject to conditions, incur expenditure which in its opinion is in the interests of, and will bring direct benefit to its area or any parts of it or all or some of its inhabitants. The maximum amount of expenditure permitted in any one financial year is based on the 'relevant population' of the council's area. The limit is up to of £6.80 per elector, (2012/13).

### **Requests for Information and applications**

Applications and information about Maryport Town Council's Grant Awarding Policy is available from Mrs Lisa Douglas, Town Clerk. Mrs Douglas can be contacted by either telephoning 01900 813205 or emailing [maryport.council@talk21.com](mailto:maryport.council@talk21.com)

Where possible applicants will be informed of the next deadline date for applications.

### **Receipt of applications**

All applications must be made in writing and be returned to Lisa Douglas, Town Clerk, Town Hall, Senhouse Street, Maryport, Cumbria.

Each application must contain the following information:-

- Applicant's name, address and contact details
- Aims/objectives of the organisation
- Details of the project/activity
- An indication of the cost of the project and the amount of grant required
- Supporting information (as listed below)
- Evidence (as listed below)

Each application will be given a unique reference number and be acknowledged within 28 days of receipt.

### **Supporting Information**

- A copy of your organisations governing document e.g. set of rules, constitution or memorandum and articles of association

- A copy of your organisations most recent accounts
- If your organisation works with children or young people (under 18 years old) or the activity you are applying for will involve working with children or young people you will need to provide us with a copy of your child protection or safeguarding policy

### **Initial Check**

An initial check will be carried out by the Town Clerk. This process ensures that the applicant/organisation and project/activity is eligible.

If the organisation or project/activity is ineligible, the Town Clerk will contact the organisation to discuss either the application's withdrawal or how the organisation project/activity will need to proceed to become eligible.

### **Meetings**

Grant applications will be considered at Town Council meetings which are held on a monthly basis.

All members of Maryport Town Council will receive a copy of your application, any decision will be recorded in the minutes of the meeting. Reasons will be minuted if your application is refused.

### **Urgent Applications**

There are no procedures in place to deal with urgent applications. Grants are considered at Town Council meetings once per month by all the councillors present. Grant applications cannot be delegated.

### **Assessing your Application**

The following criteria will be used to assess your application. Please include information about each of these areas:-

- Evidence of need – how do you know that the project/grant is needed?
- Evidence of Community Use – How many people currently use the service or how many people are likely to use any new service?
- Evidence of community involvement – how many people are involved in the running of your organisation including people who help out with fundraising or volunteering?
- Evidence of local fundraising
- Value for money
- Your group's ability to manage

### **Offer Letters**

All offer letters/cheques will be sent within 28 days of the Town Council Meeting. Offer letters will include any additional conditions imposed by the Town Council. The Town Council may for example impose a condition on the recipient that the Council receives a statement in writing of the use to which the grant has been put within six months of approval.

### **Refusal Letters**

All refusal letters will be sent within 28 days of the Town Council Meeting.

Refusal letters will include any reason for refusal.

**Appeals**

If an applicant is unhappy with the refusal decision an applicant may request a fuller informal explanation. This will be given by the Town Clerk within 28 working days of a formal complaint being received.

**Publicity**

The Town Council reserves the right to generate media publicity regarding the grant.