



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, Norwich NR15 2XR
Chairman: Mr Kelly Lunness. Clerk: Mrs R Buck
Tel: 01508 530524 Email: Office @longstrattontowncouncil.gov.uk

Grant Awarding Policy

Long Stratton Town Council can make monetary grants to organisations that work for the benefit of the local community of Long Stratton. The Council regrets that it is not able to make grants to individuals.

Conditions of Funding

- 1 Applications will be considered from charitable or non-profit making organisations.
- 2 Applications must demonstrate a benefit to a group of people within the Town.
- 3 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.
- 4 An organisation is required to submit audited accounts or accounts (including bank statements) that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.
- 5 An organisation is required to have a bank account in its own name.
- 6 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required
- 7 Each application will be assessed on its own merits
- 8 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Town Clerk.
- 9 If approved by the Town Council, the grant will be paid by BACS. It must be acknowledged promptly by the organisation, stating the amount granted.
- 10 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant monies. Unless otherwise agreed, the funds must be spent within 12 months or returned to the Town Council.
- 11 The Town Council has the right to request feedback and receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
12. The Town Council will only consider one application per organisation/ group. If the application is successful, then no further applications will be considered for 2 financial years. Applications for grants to support community events will be considered on an annual basis (April-March)
13. No grant applications will be considered for an event that the Town Council are already involved in or have invested in.
14. To be successful, some self-raised funding to support the grant application will need to be evident.

Approved 12th December 2022



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15. All grant applications have to be completed by using the application form attached to this policy.
16. On completion of the project the Council requests feedback and where appropriate pictures to allow good news stories that can be shared with the Community.



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Checklist for information enclosed with the application:

- Completed application form
- Copy of your Accounts, including bank statements for the last financial year. If you do not have these, a copy of your management accounts.
- Copy of your Equality Policy, If your organisation does not have this policy, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant guidelines.

Signed:

Date:

Name:

Position:



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APPLICATION FORM

(please complete in black pen)

Name of Organisation Applying for the Grant			
Main Contact of Applicant		Name	
		Address	
Telephone Number		Email	

What are the aims of your project in no more than 50 words

Summary of Project for which funding is sought in no more than 200 words

In preparing your summary you should also address the following questions when submitting your application

- a. What the project is all about?*
- b. Who will benefit from the project? How will XXX residents benefit? How many people will benefit?*
- c. What will the benefit/s be?*
- d. Who will be responsible for delivering the project?*
- e. What will funding be spent on?*
- f. How will the project be funded once the funding from the Parish Council comes to an end?*

Total cost of project		
Amount requested from Long Stratton Town Council		
Outline details of source/s of other funding	Name	Amount



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Total Duration of the Project	Anticipated Start Date	Anticipated Completion Date

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed

Date