



Grant Award Policy

March 2026

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Grant Award Policy 2026

Next review: March 2028

1. Introduction

Spilsby Town Council will consider applications for grants from voluntary groups or charitable organisations. To qualify for an award, the applicant must be able to demonstrate that any funding from the Town Council will benefit the Town, or residents of the Town. Grant applications will be dealt with by the full Council. In determining the validity of an application, the Town Council will refer to the following guidelines.

2. Applications Will Be Considered for The Following Purposes

- a. For the purpose of purchasing equipment either in part or in full.
- b. For activities that raise the profile of the town.
- c. For the running costs of a viable group that is experiencing a period of hardship.
- d. For hosting special events or celebrations.
- e. For the provision of recreational facilities.

3. Conditions

- a. Grants will not be awarded to individuals.
- b. Grants request applications will not exceed £1,000.00.
- c. Additional applications within a 12-month period will not be considered.
- d. The award must be for the purpose for which the application was made.
- e. If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council.
- f. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- g. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Town.
- h. On completion of a project, a letter of thanks should be sent to the Council, if possible, an acknowledgement of the Town Council's contribution should be made.
- i. The policy may be amended at any time by Council, following a motion having been published on the agenda beforehand being carried.
- j. Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure.

4. Eligibility

- a. Any Charity, Voluntary Group or Community Organisation operating with the Town.
- b. Agencies that operate within the Town and are of benefit to the local community, with the following provisos:
 - The Town Council will not fund activities that it considers to be the responsibility of the Statutory Authority.
 - Applications from schools for an activity that takes place within the school day will not be considered.
 - The Town Council will not fund activities outside its powers and functions.

5. Submission Of Application

- a. The application form must be completed in block capitals in black ink.
- b. The applicant should retain a copy of the form.
- c. The application may be submitted electronically.



Grant Application Form

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Name of group/organisation | |
| Bank account details Name of account Bank- Sort Code- Account Number- | |
| Registered Charity/Charity Number | Yes / No |
| Contact Name | |
| Position within the Group | |
| Contact Name's home address | |
| Contact Name's telephone number | |
| Contact Name's e-mail address | |
| Brief description of Group and its aims | |
| What is the total cost of this project? Please provide details of how this figure is built up (attach a separate sheet if necessary). | |
| Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who? How much has been requested? | |
| Number of Members in the Group | |
| Number of Members resident in Spilsby | |

| | |
|-----------------------------------------------------------------------------|--|
| Main income sources – please itemise | |
| Special/other considerations (Continue on a separate sheet if necessary) | |
| Date Grant required for | |

Signature of applicant Date.....

Please return your completed application form to:

Town Clerk
 Spilsby Town Council
 Franklin Hall
 Halton Road
 Spilsby
 PE23 5LA
 01790 753189

townclerk@spilsbytowncouncil.gov.uk

Official Use

| | |
|-----------------------------|--------|
| Date application received | |
| Date of Council Meeting | |
| Grant Authorised | Yes/No |
| Resolution paragraph number | |
| Paid by (BACS or cheque) | |
| Date Paid | |
| Authorised by | |