

Corsham Town Council

TOWN COUNCIL GRANTS POLICY AND PROCESS No 7

1. Policy

Corsham Town Council awards grants at its discretion to community organisations which can demonstrate a clear need for financial support to benefit Corsham by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting Corsham in a positive way

The organisation must be non-profit making or charitable. Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

The Town Council will expect to be informed of requests for grants exceeding £250 by September of the financial year prior to the funds being required in order that budget provision can be considered.

2. Process

- The Grants budget will be set annually as part of the general budget setting process.
- Applications will be invited from 1 April to 30 June each year for consideration by the Grants Sub-committee during July.
- The scheme will be publicised through noticeboards, newsletter, press release and web-site. An advertisement in the local paper may be considered. Organisations will not be automatically written to on the basis of previous expressions of interest.
- Applicants will be required to complete an application form and return it to the Town Hall by a given date.
- Organisations will be required to provide a copy of their previous years accounts or for new initiatives, a budget forecast.
- The Grants Sub-committee will make recommendations to the Finance and General Purposes Committee on which grants to award.
- All applicants will be contacted following the F & G P Committee's decision.
- Applicants will need to provide details of: their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.

This Policy and Process was approved by Finance and General Purposes Committee on 6 October 2004.

D J Martin
TOWN CLERK