



# **SUDBURY TOWN COUNCIL**

## **GRANT AID POLICY**

Adopted by Sudbury Town Council on 10<sup>th</sup> November 2020

## **1. GRANT AID TO LOCAL ORGANISATIONS**

**1.1** Sudbury Town Council grants are made for the benefit of people local to Sudbury.

**1.2** Application will be considered for financial assistance towards a specific project or activities from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose field of activity or purpose is for the benefit of people in the area covered by Sudbury Town Council.

**1.3** Sudbury Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee. Some larger charities may be considered for grants if the majority of their staff are volunteers and only a small number of people are paid to administer them.

## **2. CAPITAL PROJECTS**

**2.1** As a general rule the Council will apply a scale of up to one third of costs for projects up to the maximum amount of grant aid of £10,000 with the following priorities. Grants up to £1,000 are exempt from this 'one third' rule.

- (a)** Projects for the provision of facilities where none currently exists;
- (b)** Projects for the correction of health and safety failures;
- (c)** Projects for the replacement of provision which has come to the end of its natural life;
- (d)** Projects for the improvement or replacement of existing facilities;

**2.2** Low interest loans may also be considered.

## **3. REVENUE GRANTS (GENERAL GRANTS)**

**3.1** Grants are available to assist with the purchase of equipment or the provision of services. A strong case will need to be made to the Finance Committee for grants to cover routine operating costs, especially where continued support will be needed on an annual basis.

**3.2** Applicants must:

- (a)** be 'not for profit' organisations (Individuals can only be considered for sporting and artistic excellence awards, commercial undertakings cannot apply;

- (b) be undertaking work within Sudbury and must demonstrate a need for the service within the local community;
- (c) be properly managed and able to demonstrate that they are able to achieve the objectives for which the grant is applied;
- (d) normally be seeking funding for a one-off project or event;
- (e) provide detailed accounts;
- (f) No organisation may receive more than £10,000 in any financial year;

#### **4. SPORTING AND ARTISTIC**

**4.1** Grant aid available for Sporting and Artistic Excellence fitting the following criteria.

- (a) Training awards of up to £100 for individuals who are selected for national squads or the equivalent;
- (b) Awards of up to £100 to individuals selected as national representatives in events taking place in the United Kingdom;
- (c) Awards of up to £200 to individuals selected as national representatives in events taking place outside the United Kingdom;
- (d) No individual may receive more than £200 in any financial year;

#### **5. TOWN COUNCIL CRITERIA**

**5.1** Grants are made only to organisations or clubs meeting the needs of residents of Sudbury. Applicants are expected to appear at the relevant Finance Committee meeting to explain the value of their proposal to members. Any organisation applying for a second or subsequent grant will need to provide evidence of the local benefit derived from the previous grants.

**5.2** Grants are made only to non-profit making organisations or projects.

**5.3** Applicants are expected to apply for multiple sources of funding and be able to show evidence of this. Sudbury Town Council would not expect to be asked to contribute more

that one third of any project and will endeavour to guide local organisations to access other grants where possible.

**5.4** Capital grant aid money or equipment purchase money will only be released against proof of expenditure for the project. Alternatively, Sudbury Town Council may be able to pay the invoice directly to the supplier. Evidence of completion of any project will be required.

## **6. TIMETABLE FOR APPLICATIONS**

**6.1** Funds are allocated in the Sudbury Town Council annual budget in January and are considered twice a year at the Finance Committee meetings in June and October. The Annual timetable is as follows:

- (a)** 31<sup>st</sup> January the information and application forms become available;
- (b)** 31<sup>st</sup> March is the closing date for applications for distribution in June;
- (c)** 31<sup>st</sup> August is the closing date for applications for distribution in October;

**6.2** Following the meetings of the Finance Committee in June and October, applicants will be informed of their decisions and grants will be available for the successful applicants (subject to any special conditions).

**6.3** Approved grants will then be valid until the end of the financial year. If not taken up by 31<sup>st</sup> March following approval, the grant will be lost and the funds reallocated.

**6.4** In exceptional cases for grants may be considered outside the normal schedule at the discretion of the Finance Committee.