



## **Market Drayton Town Council**

### **Large Grants Policy**

Market Drayton Town Council operates a large grant scheme, with criteria and terms and conditions as detailed below. The aim of the grant scheme is to assist local organisations to enable them to develop and achieve their respective aims and objectives where these benefit the town and the local community. It remains the Town Councils ultimate decision on what constitutes a worthy application.

#### **1. Who can apply?**

The Council encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, clubs (including new start-ups), sports clubs, youth clubs and playgroups.

All organisations applying for a grant should;

- be of a non-commercial nature
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The Town Council cannot give financial assistance to individuals under this scheme nor will it consider retrospective applications where the activity or project has already been carried out.

#### **2. What can the grants be used for?**

The purpose for which the grant is made must be in the interest of all or some of the inhabitants of Market Drayton and the grant money must be used within the town of Market Drayton, and whilst the Council will consider applications from organisations based outside of Market Drayton the above criteria must always apply.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Whether there is a more suitable funding source.
- Whether the grant will be used to generate a 'benefit' to the inhabitants of Market Drayton.

### **3. How and when should an application be made?**

A completed application form must be sent to the Town Clerk. Applications will be considered at the Finance and General Purposes meetings. The meeting dates are available on the Town Council website.

Along with the letter applicants are required to submit:

- A copy of the organisation's constitution, set of rules or statement of aims and objectives.
- Copies of audited or professionally independently prepared statutory accounts for the previous year.
- Supporting evidence of the cost of the project together with a schedule of how the funds will be used.

If you are unable to provide any of the information listed in this document please contact the Town Council for advice.

#### **1. General criteria – these apply to all Community Grant Applications:**

- Each application to be considered on its merit; the amount of grant will be at the discretion of the Town Council, but will not exceed **£5,000**.
- The grant can only be used for the purposes stated and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The Town Council will endeavour to treat similar projects equitably.  
The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements relating to the proposed project to be funded.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Should the reason the grant was awarded not be completed the Council reserve the right to claim the money back.
- Organisations can normally only make one application per year, though exceptions can be made.
- The grant money must be used within the financial year it was given.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

Please note the large grant budget is definitive each and every financial year, once the budget is spent large grant applications will be closed for that year and opened again the following financial year.

### **5. Payment of Funds**

It is preferred that grant funding is paid via BACS, therefore if your groups is successful with its funding application, you will be contacted and we will request your bank details to

transfer the payment. Please note large grants will not be paid into any personal bank account.

### **Project Monitoring**

Successful applicants must be prepared to participate in any publicity required by the Council and as such the Council reserve the right to promote funding has been awarded to the project on its various media platforms.

A project report must be submitted at the end of the project.

**If you require any help filling in the application form or have any questions please do not hesitate to contact the Town Clerk on [townclerk@marketdrayton.gov.uk](mailto:townclerk@marketdrayton.gov.uk)**