

**Market Drayton Town Council**

**Community Support Policy**

Market Drayton Town Council operates a Community support scheme, with criteria and terms and conditions as detailed below. The aim of the scheme is to assist local organisations to enable them to run projects, provide services or hold events to benefit the local community. It remains the Town Councils ultimate decision on what constitutes a worthy request.

**1. Who can apply?**

The Council encourages requests from local community-based ‘not-for-profit’ or charitable organisations

All organisations applying 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 requests where the activity or project has already been carried out.

**2. What can the money be used for?**

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

The Council considers requests on the following basis:

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

**3. How and when should a request be made?**

A letter requesting funding and providing details of the project must be sent to the Town Clerk. Requests will be considered at the Community and Governance meetings. The meeting dates are available on the Town Council website.

Along with the letter the following documents must be submitted:

* 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 or a copy of a bank statement.
* Supporting evidence of the cost of the project together with a schedule of how the

funds will be used.

* Details of charitable donations or contributions made by the organisation.

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

**3. General criteria – these apply to all Community Support requests:**

* Each request to be considered on its merit; the amount of money awarded will be at the discretion of the Town Council.
* The Town Council will endeavour to treat similar projects equitably.
	+ The Committee will take into account any previous grants or payments made to an organisation or group when considering a new request.
* No money 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 financial year in which money was issued, the Council may ask for all or part of the monies to be paid back.
* The money can only be used for the purposes stated and the Council reserves the right to reclaim any money not being used for the specified purpose.
* Should the project not be completed the Council reserve the right to claim the money back.
* The money must be used within the financial year it is given.
* The Town Council Logo must be used on all promotional material.

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

Please note the money allocated is definitive each and every financial year, once the budget is spent no further requests will be considered during that financial year.

**4. Payment of Funds**

It is preferred that payment is paid via BACS, therefore if your groups is successful with its funding request, you will be contacted and we will request your bank details to transfer the payment. Please note no payments will not be paid into any personal bank account.

**5. 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, including a breakdown of project expenditure.

**If you require any help or have any questions please do not hesitate to contact the Town Clerk on townclerk@marketdrayton.gov.uk**