

**Market Drayton Town Council**

**Small Grants Protocol**

Market Drayton Town Council has allocated ***£7,200.*** within the budget to help local organisations achieve their aims and objectives.

The Small Grants budget to be split over four meetings to ensure it is apportioned throughout the financial year.

The Council has a policy of assisting local community and not for profit groups. Applications must be from a properly formed group, club, committee, or charity.

Organisations must submit a completed application form to the Clerk along with a copy of their **last** bank statement and annual accounts and constitution or terms of reference, which must show that the group has community aims whilst benefitting the residents of Market Drayton.

All applications of up to £500 will be considered at a Finance and General Purposes Committee meeting within the financial year. Each application will be considered on its own merits.

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 ***£500.***
* 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 disbands 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 must have their own bank account and must submit a copy of their last bank statement and accounts with their application form.
* Organisations can normally only make one application per year, though exceptions can be made.
* Organisations donating to charity will ***not normally*** be awarded funding.
* The grant money must be used within the financial year it is given.
* All applicants must complete a project monitoring form, enclosing a breakdown of expenditure and copies of receipts before the end of the financial year.
* Successful applicants to be invited to attend the next suitable Finance and General Purposes Committee meeting to formally accept the grant.

Adopted: Finance and General-Purpose Committee dated: June 2025