

CTC GRANTS POLICY ADOPTED ON 4 May 2021

1 Introduction

1.1 Costessey Town Council has acquired the Power of General Competence, so now awards ALL grants under Permitted Powers (nothing under S137).

1.2 The Council has a limited budget for grants. The budget is determined by full Council every year.

1.3 Each application will be judged on its own merits. No one grant sets a precedent for other similar organisations.

2 Requests from Constituted Groups and Charities, and Charity Fund-Raisers:

2.1 The emphasis / preference is for grants to be given to small local charities and constituted groups within Costessey. Larger charities will be asked for information on how their work benefits Costessey residents

2.2 Council requires a copy of the summary of the organisation's latest audited accounts. (Usually a sheet of A4 for each of the Summary of Income & Expenditure and the Balance Sheet – not reams of details),

2.3 A request letter plus a brief summary / publicity of what the charity does is also welcome.

2.4 For official charity requests the charity number is also required.

2.5 Where an individual is fund-raising for a charity and requests a grant from the Town Council, an official letter of authorisation from the charity is required. To minimise risk, CTC prefers to make grants to organisations with a bank account and not to individuals fund raising on behalf of charities. Therefore, fundraising via websites such as "Just Giving" and "Go Fund Me" will not be possible without an official letter of authorisation from the charity.

2.6 Schools and churches will not be granted Council money.

3 Requests from Individuals:

3.1 Individuals will not be granted Council money

4 Timescales & Payments:

4.1 Once a request has been received the item will be added to the agenda for the following full Council or appropriate Committee / WG meeting for approval within the agreed budget. The agendas and supporting documentation will be sent out to councillors about a week beforehand

4.2 Payment will be made by cheque.