

CTC GRANTS POLICY

(Amended after gaining the General Power of Competence)

APPROVED by full Council on 15 March 2018

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.

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

3 Requests from Individuals:

3.1 Under previous legislation grants to individuals were not permitted. Under the General Power of Competence requests from individuals will be considered on their own merits.

4 Timescales & Payments:

4.1 Once a request has been received the item will be added to the agenda for the following full Council meeting. The agendas and supporting documentation will be sent out to councillors about a week beforehand

4.2 Payment will be made by cheque.