

# Canvey Island Town Council

## Grant Application Policy

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The Town Councils grant policy exists to support local activities and causes which benefit Canvey Island and its residents. A grant will be made for the specific purpose for which it is claimed and the Council must ensure that grants (which are all funded by the local taxpayer) provide value for money.

Financial assistance will only be made to small-scale local projects, not national or county appeals or appeals that benefit only a single individual. The Council will only give grants to properly constituted bodies and charities. This means that, at a minimum, the organisation should have clear officers or points of contact and produce annual accounts. All grants will be paid by cheque or bank transfer payable to the organisation's accounts. Payments will not be made to any individual's personal bank account.

Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a business or profit making remit are not eligible nor are religious or political activities.

Applicants are required to complete the Council's application form to apply for financial assistance, and to provide all the information requested.

### **Application Criteria:**

1. Applications should only be made for capital expenditure.
2. The Council will not normally consider applications for the running/ongoing costs of organisations, however, (at its discretion and only as a one off award) may consider applications for financial assistance for a local group/event which can prove upon providing sufficient evidence that it provides an invaluable service to the community of Canvey Island. Funding will not be considered for the employment of staff or salaries.
3. The Council will require either one written quote or a breakdown of project costs as part of the application form to support the funding request. Any application submitted without the required information will not be considered.
4. Applicants must provide the organisation's annual accounts, any application submitted without the accounts will not be considered.
5. Applicants must provide a full explanation of the grant required and how it will benefit the residents of Canvey Island.
6. Applicants must provide details of other bodies to which applications for financial assistance have been made, and any other supporting information that will assist the Council in making its decision.
7. The maximum figure set for grants awarded is £500. A budget for grants will be set annually by the Council and you are advised to check the budget available before submitting your application.
8. Organisations are restricted to one application within a 24 month period. The Council has limited funds and the history of previous applications may be considered in the decision making process.
9. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

10. The annual deadline for receipt of grant applications is (31<sup>st</sup> December). Applications received after this date will not be considered in the current financial year. (The financial year is from 1<sup>st</sup> April to 31<sup>st</sup> March)
11. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.
12. The Town Council will publicise a grant with a photo opportunity and press release. No funds will be provided to the recipient until this has been completed.
13. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.

Application forms can be downloaded from the Councils website [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk) or by contacting the Town Clerk at the below address:

11 High Street, Canvey Island, Essex, SS8 7RB or via email at [finance@canveyisland-tc.gov.uk](mailto:finance@canveyisland-tc.gov.uk)

Please return the completed application form and supporting documents to the above address.

All applications will be considered fairly and on individual merit at a meeting of the Policy & Finance Committee and applicants will be informed of the outcome after that meeting.

**APPLICATION FOR A GRANT**

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Councils grant policy before completing the application form.

***The maximum granted to any organisation will be £500.***

1. **Name of organisation** .....

2. **What is the grant required for?**

Please give a brief outline of your project.....

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3. **Please provide the following information:**

Total cost of the project .....

Funds currently available for the project .....

(List all grants already agreed from other sources) .....

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Proposed sources of other funds for the project

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Amount of grant requested (maximum of £500) .....

Have you received any previous grants from Canvey Island Town Council?    Yes/no

If yes, please indicate when and the amounts

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4. Please attach a copy of the latest audited accounts and balance sheet.

5. Total number of members in your organisation .....

Number of residents within the parish of Canvey Island who will benefit from the service you provide .....

6. Please give brief details of methods employed by your organisation to increase membership.

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7. Please complete the following details:

- I, ..... (name in capitals), being authorised by the organisation to make this application, certify that the above information is correct.
- I agree to acknowledge any assistance given by the council in any publicity associated with the project. (If your application is successful, evidence of this should be provided with relevant paid invoices when the claim for grant payment is made).

Signature ..... Position ..... Date.....

Full address and telephone number for future correspondence

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If your application is successful, please indicate the name to which the payment should be made (N.B. Cheques or bank transfers can only be made payable to the name of the organisations bank account and not an individual)

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**Please complete the following checklist to ensure all additional information has been supplied:**

- Explanation of grant funding required:
- One written quote or breakdown of project costs for capital expenditure:
- Copy of latest audited accounts:
- Explanation of how the grant will benefit residents on Canvey Island:
- Confirmation of other bodies to which applications have been made:
- Please tick the required box if you are VAT registered:

**Please return the application form with any additional information to:**  
Canvey Island Town Council, 11 High Street, Canvey Island, Essex, SS8 7RB.