



Loddon Town Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

www.loddontowncouncil.gov.uk | 01508 522 020

Loddon Town Council Small Grants Policy

Eligibility – must comply

The following criteria **must** be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation (not for profit). (Individuals and businesses are not eligible for grant funding)
- The group must have a formal Constitution/Terms of Reference and a bank account
- Retrospective grant applications will not be considered

Purpose of Grants

Applications will be considered for any activity which will be of benefit to some or all of the residents of Loddon or to improve the environment in Loddon. The level of the grant must be commensurate to the benefit gained.

The grant should be towards the cost of events or purchases required for a group and **not usually** for running/everyday costs (unless it is running costs to assist a new organisation become established).

The Council will not give grants for the following:

- Groups or individuals attending events which will give 'experience' but not a recognised syllabus/training e.g. gap year or other activities which may be viewed as a holiday
- Application from larger publicly funded organisation e.g. other councils, NHS, schools etc.
- School activity e.g. school trip, sports tour, show etc. Please note this does not preclude applications for activities taking place on school premises affiliated to a school but with its own constitution, provided that it can be demonstrated to be outside normal school hours and not part of the normal school curriculum.
- Countrywide/countywide groups; unless there is a clear and direct benefit to some residents in Loddon i.e. the grant is for a specific project or activity in Loddon.

Application Process

Applications should be made by completing the Application for Small Grants Form.

The form can be emailed to finance@loddontowncouncil.gov.uk

The form can be posted to Loddon Town Council, The Library Annexe, Church Plain, Loddon NR14 6EX.

Applications are accepted at any time of the year and will be considered at the next full council meeting (second Wednesday of each month except August). Applicants will be informed of the decision shortly after this meeting.

Conditions

- LTC would not normally consider more than one grant from a group within a twelve-month period, unless there is unforeseen exceptional circumstance.
- An acknowledgement on receipt of the grant is required.
- If brochures, leaflets or handouts are produced we would require an acknowledgement of our grant included in this along with our logo (which we will forward to you).
- Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for purpose specified on the application form.
- The Town Council will require a short report detailing that the grant has been spent appropriately and the benefits accrued.

Please Note: Small Grants given are generally no more than £100

This policy was re-adopted by Loddon Parish Council at its meeting held on 09 December 2020

Signed:

Dated:

Date for next review: **December 2023** (reviewed every three years)