



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

Grants Policy 2024-2025

1. Introduction

- 1.1.** Gillingham Town Council has specific powers to award financial grants to encourage, support and promote voluntary and charitable organisations within Gillingham for the benefit of Gillingham residents; however, the Council can only do what legislation permits as it does not hold The General Power of Competence (GPC). The Council makes an annual budget provision for grants to help meet its aims. For the year ending 31st March 2025 the budget provision is £4,000.
- 1.2.** Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure involved.
- 1.3.** There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4.** This policy is designed to act as a guidance for both councillors and applicants when considering or making applications.

2. Eligibility

2.1 To be eligible for a grant, applicants must:

- 2.1.1.** have a written governing document (for example a constitution, set of rules, memorandum and articles of association or trust deed);
 - 2.1.2.** have a bank account;
 - 2.1.3.** be voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
 - 2.1.4.** demonstrate the service is providing, by giving details of its activities;
 - 2.1.5.** demonstrate the need for financial assistance.
- 2.2.** The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.

- 2.3** The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.
- 2.4** The applicant must not provide grants or donate money to others.

3. Conditions

- 3.1** A grant will only be considered for projects which will be undertaken in the Gillingham Parish and/or will be wholly or principally for the direct benefit of residents of Gillingham Parish.
- 3.2** Grants cannot be used for retrospective funding; that is to replace money which has already been spent, or to cover items or services that have already been bought including consultancy or brokering fees.
- 3.3** Any grant awarded must only be used for the approved purpose.
- 3.4** Projects receiving assistance must be completed within one year of receipt of the grant.
- 3.5** Applicants must, when called upon to do so by the Council, provide a report, not more than 28 days thereafter, detailing how the project has achieved its aims and provide documentary evidence of spend.
- 3.6** Any part of a grant not used within one year of receipt or which has not been used for the approved purpose must be repaid to the Council if demanded and shall be recoverable as a debt due from the applicant to the Council.
- 3.7** Applicants must give recognition to and positively promote the Councils involvement in their project for example in press releases, advertising and publicity.
- 3.8** The Council may, at its own absolute discretion, impose any other condition when making a grant.
- 3.9** Grants will not normally be approved for services that are the responsibility of another statutory authority.

4. Applying for a grant

- 4.1** From 1st April 2024 the Council will advertise for and request applications for grants which must be submitted by 31st July 2024.
- 4.2** Applications are to be made on the application form (appendix 1) available via the Council's website or on request from the Town Hall.
- 4.3** Applications will not be considered until all the information requested on the form has been supplied.
- 4.4** Applicants may, if they wish and must if requested, attend either or both meetings referred to in 4.5.

4.5 Completed applications will be considered by the Council’s Finance and Policy Committee at its meeting in September 2024. Upon consideration the Finance and Policy Committee will make recommendations to the Full Council which it will in turn consider at its next meeting following that of the Finance and Policy Committee. Payment of any grants approved by the Full Council will be made as soon as practicable thereafter.

4.6 The Council will only provide one grant to each applicant in each financial year but it may, upon further application at its own absolute discretion, provide grants in successive years. Applicants should not make a presumption that funding will continue year on year.

5. General

5.1. The applicant, organisation or anyone acting on their behalf must not solicit support from or lobby any councillor at any time during the application process.

5.2. If there is a breach of 5.1 the application shall be void and no further application by the applicant will be considered.

5.3. If any additional conditions are imposed pursuant to 3.8 the applicant shall, before payment of the grant, sign an agreement to those conditions.

6. REVIEW

This Grants Policy was reviewed by the Finance and Policy Committee on 19th February 2024, for approval and adoption, minute no. 627b and ratified by Full Council on 26th February 2024.

Future reviews will be carried out annually or when there are changes to current legislation, whichever is the sooner.

7. REFERENCES

- National Association of Local Councils (NALC). Legal Topic Note No. 31 Local Councils General Powers.
- Section 137 of the Local Government Act 1972.
- Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

Signed by: Date:

Mayor of Gillingham



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

Grant Application Form

Application for a Grant Local Organisations FY 2024/2025	
Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Address	
Telephone numbers	
Email address	
Aims and objectives of the organisation Please explain how these are currently achieved.	
Benefit to Gillingham Please describe how your organisation helps to benefit the people of Gillingham include supporting information as necessary.	

Purpose of grant sought		
Amount requested		
Details of other grants received over the past five years Please provide supporting evidence.		
Outstanding grant applications Please give details including amount(s) of grants from other sources.		
Details of other fundraising activities		
<p>DECLARATION I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.</p> <p>SIGNED: DATE:</p> <p>Gillingham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulation and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy notice on our website (www.gillinghamdorset-tc.gov/privacy-policy), which provides more details on the processing of data.</p>		
Please send completed applications, including accompanying documents and the most recent set of accounts , to: The Town Clerk Gillingham Town Council School Road Gillingham, Dorset SP8 4QR	For official use:	✓
	Application checked & acknowledged	
	Previous funding from GTC	
	Date of committee meeting	
	Application decision Yes/No	