



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L Djuve-Wood

Po Box 12651, Manningtree, Essex, CO11 9AR. Tel. 07419 730258

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Manningtree Town Council Grants & Funding Policy

Manningtree Town Council has specific powers to award grants to be used by an organisation for a specific purpose that will benefit the town, or residents of the town, and which is not jointly controlled or administered by the Council. Where no specific grant making power exists, section 137 of the Local Government Act 1972 empowers local councils to make such grants where, in the Council's opinion, the grant will benefit any part of its area or any of its inhabitants.

Grant Funding Policy Applications will be welcomed from organisations who can demonstrate that their application:

- Meets an identified need;
- Is a benefit to the local community and residents of Manningtree;
- Is a viable project.

The grant scheme is unable to support:

- Routine running costs;
- Salary or routine administration costs;
- Individuals;
- Projects with party political links;
- Projects which discriminate on any grounds;
- Applications to cover costs that have already been incurred.

The application process:

Applications for grant funding will be considered by the Full Council who meet on a monthly basis on the third Thursday of each month. Applications must be submitted on the prescribed form which can be found on our website or a paper copy which can be provided on request by contacting the clerk to the Council.

A fully completed application form and full supporting information as detailed on the application form must be provided before an application can be presented to the Council for consideration, including.

- A copy of the organisation's written constitution or details of their aims and purposes;
- Full details of the project or activity which the grant is for, explaining how the grant will be of benefit to the local community;
- Proportion or number of beneficiaries living in the electoral area;
- Demonstration of a clear need for the funding;
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

The Town Council reserves the right to request further information considered necessary to assess your application.

Organisations will be notified of the outcome of their application as soon as possible after the meeting by letter, which will include any conditions attached to the grant award.

Conditions of Funding:

- The organisation should be situated in the town of Manningtree or provide some significant benefit for residents of Manningtree;
- The organisation must either be a not-for-profit or charitable organisation or operate in this spirit in the interests of the local community;
- The organisation should have a bank account in its own name. Payment will be made to the named organisation;
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies;
- Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year;
- Organisations are generally restricted to one application for grant funding during the financial year 1st April to 31st March. However, further applications may be considered where a need is identified and parish funds are available;
- An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year;
- A public acknowledgement of the grant awarded should be made by the recipient;
- All organisations are required to complete a Monitoring Form to demonstrate how the grant was spent. This form will need to be submitted to the Council within 12 months of the award date.

Adopted by the Council on 18/03/2021. This policy should be reviewed annually.



Please read the Town Council's policy for awarding grants before completing this form.

1.	Name of the group or the organisation making the application:
2.	A short description of aims of the group or organisation:
3.	Contact Details: Name and position in the organization: Tel no: Email: Correspondence address:
4.	Is the organisation a registered charity? If yes, please provide charity registration number:
5.	What is the grant for:
6.	Total cost of the project/items:
7.	Amount of grant requested:
8.	When are the funds required:
9.	When will the money be spent:

10.	If the total cost of the project/items is more than the grant, how will the rest be financed:
11.	Who will benefit from the project/items:
12.	Approximately how many of those people who will benefit are residents of Manningtree:
13.	Should your application be successful, please provide bank/cheque details for payment to be made:

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return your completed form either via post or e-mail to:

Mrs L. Djuve-Wood
Town Clerk
Manningtree Town Council
Po Box 12651,
Manningtree,
Essex, CO11 9AR,
clerk@manningtreetowncouncil.org.uk