



Adopted: 27 September 2018
Reviewed: 27 May 2025
Next review: May 2026

GRANT/DONATION AWARDING POLICY

West Mersea Town Council recognises the importance of voluntary and community activities and their contributions to the wellbeing of its residents. The Council is committed to help support and strengthen the numerous community groups that work in West Mersea, to help make a real difference. Every year West Mersea Town Council makes a provision in the annual budget for grants to help voluntary bodies, local organisations and clubs.

West Mersea Town Council has the authority to make grants under the Local Government Act 1972, S137. This allows the Council to spend limited amounts for which it considers 'is in the interest of and will bring direct benefit to their area or any part of it or all or some of its inhabitants'. S137 enables local councils to spend a limited amount of money for purposes for which they have no other specific power. The spending limit under S137 for 2025/26 is restricted to £11.10 per elector but the actual grants awarded will be restricted to the amount set out in the annual budget.

Grants must be formally applied for using the West Mersea Town Council Grant Application form together with all supporting documentation as requested in that form. The Town Council particularly welcomes applications from organisations that can provide evidence of match funding.

Grants may be submitted and considered at any time of the year up to the financial limit of the grant awarding budget.

The aim of this policy is to enable the council for make an informed and fair decision from the requests made and seek to ensure fair and equitable consideration to all applicants.

Guidance notes

Grant applications will be assessed on the following criteria, which are in no priority order:

- The benefit to all or part of the residents of West Mersea. The organisation or group must be in West Mersea, or if outside the boundary, its work should be of benefit to the residents of West Mersea.
- What proportion of the residents will benefit from the grant?
- The assessment of the viability and robustness of the application
- The availability of Town Council funds for grants
- Each application will be reviewed on its own merits within the parameters of this policy.
- Grant applications cannot be made retrospectively.
- Applications will only be accepted from charitable or non-profit making organisations.
- Applications will not be considered from national organisations or local groups with access to funds from a national source or parent organisation.
- Where the Town Council deems is appropriate, organisations will be required to provide progress reports in respect of the grants awarded.
- Where the Town Council deems is appropriate, accounts, site visits or a copy of the organisations constitution may be requested.
- The Town Council may require the organisation to provide a written report of how the grant has been spent.
- Ongoing commitments to award grants and subsidies in future will not be made.
- The Council may take in to account the amount and frequency of awards in previous years.
- All applications must be in writing.
- All applications will be considered at full Council meetings.

The Town Council reserves the right to reject applications or to reduce the award made. The Town Council wish to encourage applications from a wide range of different organisations and as such, will not guarantee the awarding of a grant to a single organisation on an annual basis.

Grants will not be considered if the applicant has any money overdue to the Town Council.

Awards will not be made to:

- Commercial enterprises set up to generate profit
- Those supporting party political issues or supporting or opposing a political party
- Health, education or welfare organisations whose services should be provided by statutory funding
- Individuals

The Town Council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return. A copy of the organisations latest bank statement is required to be included with the application and it will be into this account that the grant will be paid and not an individual account.

Grant applicants if they wish, can address the meeting at which their grant is considered. For further details please contact the Clerk.

If awarded a grant, it will be expected that the funding will be described as coming from the Town Council in all public communications, such as websites, press releases and newsletters.

Conditions

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. The organisation must have clearly stated aims and objectives.
6. The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
7. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
8. West Mersea Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
9. Grants will not be awarded on a retrospective basis but only on future funding requirements.
10. Organisations that receive a grant are required to acknowledge the contribution from West Mersea Town Council on publicity and printed material.

If your request satisfies the criteria above, please complete the application form and return to WMTC office or email: town.clerk@westmerseatowncouncil.gov.uk

Grant Application form 2025-2026

Please continue on a separate page if required or contact the Clerk for a word document version

Your organisations name and address

This should be as provided in your constitution or set of rules

Main contact and telephone number

This must be someone who we can contact to talk about this application

Contacts position in the organisation

e.g. Secretary, Treasurer

Address for correspondence if different from above

Please confirm the type of organisation (i.e. Charity, unincorporated association etc). If your organisation is a registered charity, please give a registration number

What are the main activities of your organisation?

Please give the reason as to why your organisation has applied for money from the Town Council and details of how the money will be used. If it is for a specific project, please provide an intended timetable and outcome for the project

Please explain how the provision of money to your organisation will be of benefit to the community of West Mersea

Please indicate what your organisation has done to obtain funding from other sources

Include completed applications from other bodies, sponsorship from local businesses etc

Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project

Tell us how much money you need IN TOTAL for your project and give a break down of what the money is for.

Where possible, please include at least two estimates for work or equipment

Item or activity	Cost
Total	

Declaration

How much are you requesting from the Town Council?

£

Please include with this application:

1. Any supporting evidence needed for the project.
2. Evidence of secured funding or applications for other funding.
3. Estimates or quotes for work / equipment where appropriate.
4. A copy of your organisations latest bank statement.
5. Written constitution or in the event of a less formal organisation, a similar written document.

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed

Dated

Position (if applicable)

Please return the completed form to the Town Clerk at the address shown

For Office use only:

Application received on: