A blue circle with a coat of arms and a couple of people

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**FOLKESTONE TOWN COUNCIL**

**Policy Guidelines for the Approval and Distribution of**

**Ward Grants**

1. The Town Council is prepared to consider applications for financial assistance from:

(a) clubs and societies within the ward;

1. voluntary bodies and associations within the ward;

(c) non-profit making organisations within the ward;

(d) charitable bodies within the ward;

(e) services provided into the ward by outside bodies/organisations

2. Please see Appendix 1 for the process involved for approval and distribution of Ward Grants.

3. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.

4. Applications must be made using the Council’s Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.

5. Where a Ward member is absent or a vacancy has occurred and the grant is time limited then the applicant may approach the Mayor or Grants Officer direct for a decision by committee.

6. Applications may be submitted at any time

7. Applicants should apply for funding for only one project during a financial year (1 April to 31 March).

8. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the Grants Committee approves the application. Applicants will be required to complete a **feedback form** (available on the website) confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. Failure to return this form will preclude the applicant from being considered for a Ward or Town Council grant in the future.

9. The Town Council might refer applications to other bodies as appropriate.

1. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
2. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
3. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
4. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
5. Grants will not be given for specifically religious or party political purposes.
6. Grants will not normally be given to profit making organisations with unallocated reserves.

16. Grants will not be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.

17. All ward grant applications require the support of the Ward Councillor before they can be considered by the Grants Committee, along with supporting papers.

18. If the total grant you require from Folkestone Town Council Ward Grants is in excess of £500 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of £500 you will be required to provide further financial information to the Ward Councillor and Grants Committee. This may include but is not limited to originals of: Bank Statements, Proof of Address, Personal ID (passport, driving license) Proof of purchase.

19. Grants cannot be paid into Personal Accounts. In such cases the Town Council may purchase items directly where needed. The Town Council is not able to give grants to individuals.

20. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Ward Grant Scheme will be processed and approved by the Grants Committee.

21. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

² “Associated Person” means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union).”

For contact details of your local Ward Councillor, please visit the Town Council website [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk)  or call 01303 257946.

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| Ward Councillor discusses application with potential award group/organisation |
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| Once agreed, Ward Councillor submits application to Communities & Grants Officer |
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| Officer confirms relevant detail and that grant meets criteria |
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| Grant is placed on Agenda for Grants Committee with Ward Councillors approval already sought and granted within Ward Councillors budget |
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| Committee approves grant as meeting all criteria or rejects if criteria not met. Ward Grants will not be movable |

Process Flow Chart