**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;

2. All applications must come from an organisation or a group that is properly constituted and has a current bank account with at least two independent signatories.

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. All ward grant applications require the support of the Ward Councillor before they can be considered for payment.

5. Applications may be submitted at any time. All applications via the Ward Grant Scheme will be processed and approved by committee.

6. Applicants may apply for up to three projects during a financial year (1 April to 31 March). The primary intention of the Town Council’s grant scheme is to support new events and projects in the town.

7. In the case of a successful application, projects must be delivered within 12 months of the date of receipt of funding.

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

9. Grants will not be made to Charitable Trusts seeking to add to their capital investments.

10. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

11. Grants will not be given for specifically religious or party-political purposes.

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

14. If the total grant you have requested from Folkestone Town Council is in excess of £1,000 you will be asked to fill in a Town Grant application form (applications for £1,000 to £2,500) where in-depth financial information is required.

16. 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.