



**FOLKESTONE TOWN COUNCIL**  
**Policy Guidelines for the Approval and Distribution of**  
**Ward Grants**

11 December 2008 – Finance and General Purposes Committee

1. The Town Council is prepared to consider applications for financial assistance from:
  - (a) clubs and societies within the ward;
  - (b) voluntary bodies and associations within the ward;
  - (c) non-profit making organisations within the ward;
  - (d) charitable bodies within the ward;
  - (e) individual members of the community within the ward
2. 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.
3. 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.
4. Applications may be submitted at any time.
5. Applicants should normally apply for funding for only one project during a financial year (1 April to 31 March).
6. 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 Committee approves the application. Applicants will be required to complete a form, 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 is likely to preclude the applicant from being considered for a Town Council grant in the future.
7. The Town Council might refer applications to other bodies as appropriate.
8. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
9. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
10. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
11. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

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12. Grants will not normally be given for specifically religious or party political purposes.
13. Grants will not normally be given to profit making organisations with unallocated reserves.
14. Grants will not normally be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
15. All ward grant applications require the support of the Ward Councillor before they can be considered by the Town Clerk.
16. If the total grant you require from Folkestone Town Council is in excess of £1,000 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 £1,000 you will be required to provide further financial information to the Ward Councillor.
17. If the total grant you require from Folkestone Town Council is in excess of £250, the Council will only pay into individual accounts upon receipt on invoices.
18. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interests).

<sup>2</sup> "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)."

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