

Date received:	
Date of next meeting:	



Community Grant Scheme

Policy:

Sheerness Town Council wishes to help fund local organisations and projects that are of benefit to the residents of Sheerness where funding allows. It is intended that the grants given, should encourage and extend activities of local groups/projects, support participation in activities that are open and accessible to everyone and improve the quality of life of residents. The level of the grant should reflect the benefit provided.

Who can apply?

- Voluntary or charitable organisations that are based or have a local branch in Sheerness.
- Organisations whose work directly benefits several of the residents of Sheerness
- New organisations whose work will directly benefit the residents of Sheerness
- Applications of a non-political nature

Grants cannot be awarded to:

- Individuals
- For-profit companies or organizations
- Trusts seeking to add capital to investments
- Groups with access to national or central funding (unless funding is available)

We will not normally fund:

- On going commitments, revenue or staff costs
- **It is illegal for a Council to guarantee, either by inference or specifically, to automatically continue funding on a year-by-year basis.**

We will not fund:

Retrospective applications
Items which only benefit individuals

Conditions:

All applicants are required to carry out their activities in a proper manner given due regard, as appropriate, to safety issues, training, insurance, disability access and equal opportunities. Along with this application, applicants must provide:

- A copy of the organisations most recent accounts
- A copy of the relevant insurance cover held by the organisation
- A copy of the latest bank/building society statement for the organisation

Applications will be open every 3 months and grants must be claimed for according to the following dates:

<u>Application opening date</u>	<u>Application closing date</u>	<u>Decisions made in</u>
1 st April 2025	31 st May 2025	June 2025
1 st July 2025	30 ^{1st} August 2025	September 2025
1 st October 2025	28th November 2025	December 2025
1 st January 2026	27th February 2026	March 2026

Sheerness Town Council reserves the right to recall any grant given which has not been properly used or where the organisation has ceased to operate.

Grants must be used only for the purpose stated on the application. If the organisation decides it wishes to spend the money on something else, they need to seek prior permission from the council.

Successful organisations must:

- Provide evidence that the grant has been used for the stated purpose and may be asked, if possible, to provide a photograph that can be used by the Council in its publicity, such as on its website.
- To report the support of the council and publish the Sheerness Town Council logo on any material referencing to the project, to which the grant is used for.

Don't be put off – it's not as complicated as it sounds!

There is help available: please contact the office, on 01795 668787 or by email at office@sheerness-tc.co.uk

How much can I apply for?

Each organisation may apply for a maximum of £500.00. Organisations cannot apply more than once in a 12-month period and cannot apply for the same project more than once in any time.

Community Grant Scheme Application Form

Please write clearly in black ballpoint ink.

If you have any specific communication needs, such as preferring a LARGE PRINT VERSION, please tell us what they are – phone: 01795 668787 – Email office@sheerness-tc.co.uk

Name of Organisation:	
Applicant Name:	
Project Name:	
Full Postal Address:	
Email Address:	
Contact Telephone Number:	

ABOUT YOUR ORGANISATION

What is the purpose of your organisation and what activities are undertaken?

Tick boxes that apply:	
Community Group/Club/Society ☐	
Registered Charity in England ☐	Registration No:
Registered with Companies House ☐	Registration No:
Exempt or exempted charity registered with HMRC ☐	
Other:	

1. Reason for the application:

Please provide a description of the project.

2. What difference do you hope that the grant will make to the residents of Sheerness?

Try to explain who you hope will benefit and what evidence, if any, you have to back up this view. Have you undertaken any consultation?

3. What, if any, special issues are related to your project or activity and how do you plan to manage these risks?

Please consider the safety of both participants and the public.

4. Tell us how you plan to fund the activities or project:

State clearly the precise amount of money you are requesting from the council.

£ including/excluding VAT

As it might enable the Town Council to reclaim the VAT, would you be willing for us to purchase goods/equipment to donate to your organisation, rather than receiving a grant?

If so, please tick the box: ☐

5. What contribution either in cash, volunteer time or other resources, are you making toward the project?

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6. What contribution either in cash, volunteer time or other resources, are you making toward the project?

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7. Tell us if you have applied anywhere else for funding toward the work of your group or organisation in the last year.

Please indicate if the application is pending or was unsuccessful and don't forget to tell us whether funding was towards this project. Be sure to mention any other local councils and their response.

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8. Has your group previously applied for a grant for this or any other project from Sheerness Town Council?

If the answer is yes you will be required to complete a monitoring form.

YES ☐

NO ☐

Please confirm your organisation has the following:

Please provide copies when submitting your application.

Public liability insurance: ☐

Other insurance (please specify) ☐

Any relevant leaders' qualifications?

Checklist:	Please tick
All sections completed in black ink/ball-point pen?	
A copy of the organisation's most recent accounts enclosed?	
Bank/building society copy statements enclosed?	
Copies of relevant insurance documentation enclosed?	
Copies of at least three supporting quotations, where appropriate, enclosed?	
Written permission enclosed from the owner of any premises to which works will be carried out, evidence of security of tenure (e.g. lease) and proof the premises are insured?	
<i>Noted: The council reserve the right to undertake inspections, inspect accounts and documents, attend meetings and make other appropriate checks before applications are considered and prior to payment.</i>	
<i>Noted: successful applicants are required to provide reports on progress of the project together with financial documentation of grant expenditure, and that in the event such expenditure does not occur the trustees reserve the right to request repayment of the grant awarded.</i>	

Full name and address of group or organisation to whom the payment is to be made payable via <i>bank details for BACS transfer</i> (if the application is successful):	
Bank:	
Account Name:	
Account Number:	
Sort Code:	

Please return completed documents either by post or email to office@sheerness-tc.co.uk:

Sheerness Town Council
177 St Georges Avenue,
Sheerness
Kent,
ME12 1DS

Declaration

To be signed by a senior officer from your organisation.

I declare the information provided within this application is correct to the best of my knowledge and the grant will only be spent as outlined in my application and will comply with the Terms & Conditions detailed in the guidance notes.

I will ensure that monitoring information is provided at the end of the project and that the support provided by Sheerness Town Council will be featured within any publicity of the project.

I will ensure that I am compliant with all the necessary legislation (e.g. Health and Safety) and adhere to policies required for my organisation (policies are Equality & Diversity and Safeguarding if working/in contact with vulnerable adults and children). Terms & conditions have been read in the grant guidance notes.

NAME:	SIGNATURE:
POSITION:	DATE:

Data Protection Statement:

The information collected by Sheerness Town Council on this form and from supporting evidence will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other way, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside of Sheerness Town Council, nor use information about you for other purposes unless the law permits us to.

Amount donated:	
Date of meeting funding was agreed:	