

---

# **Grant Awarding Policy**

---

## **Westerham Town Council**

---

**Reviewed by F&GP  
20/06/2022**

**Approved by Council  
11/07/2022**

**REVIEWED 2 YEARLY**

---

## 1. Introduction

Westerham Town Council is committed to supporting and strengthening the networks and community groups that help to make a positive difference to Westerham and Crockham Hill as vital places to live and work for everyone. Under current legislation Westerham Town Council is able to set aside funding from each year's budget for disbursement as grants to support voluntary organisations promoting community initiatives within the parish of Westerham and Crockham Hill. Such provision is to be determined prior to the financial year during which grants may be paid. Unused provision will not be carried forward to the next year.

## 2. Policy

- a. The Town Council will consider applications for financial assistance throughout the year from organisations serving Westerham and Crockham Hill, who can demonstrate a clear need for financial support to embark upon a specific project which will benefit the parish by:
  - i. Improving the range of services and activities
  - ii. Improving the environment and promoting the parish in a positive way
  - iii. Enhancing the quality of life
- b. The Town Council will not provide grants to finance shortfalls in the provision of community services that are the responsibility of other Authorities.
- c. Grants will generally not exceed 50% of the cost of the project.
- d. Organisations must provide a report of how the money has been spent. Where a grant exceeds £1,999, the Town Council is required by statute to obtain evidence from the Grantee that the grant has been spent in accordance with the description of the project given at the time of application.
- e. Any unspent money must be returned to Westerham Town Council.
- f. The provision of a grant in one year, does not set a precedent for another year; nor does it preclude further grants in subsequent years.
- g. The Town Council will normally expect to distribute grants to a variety of organisations. This may mean that a smaller amount is awarded than that applied for.
- h. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material.

## 3. Who can apply?

An organisation which can provide all of the following:

- provides services directly benefitting the area and residents of Westerham and Crockham Hill
- is independently established for charitable, benevolent or philanthropic purposes

- has a constitution or written document setting out its aims and objectives
- has a bank or building society account in its own name
- can provide audited, or for smaller organisations, signed accounts for the last financial year or if starting up, has a feasible project or business plan

#### **4. Who can't apply?**

- Private individuals
- Commercial organisations
- Regional or national organisations, unless it is for a specific project in the Westerham area
- Political parties
- Religious organisations: unless for a purpose which is not discriminatory on grounds of belief.

#### **5. Award of grants**

- a. Applicants will be informed of the decision on their grant application within two weeks of the meeting considering the application.
- b. Grant awards will be paid by BACS direct to the bank account of the organisation. Payments will not be made to individuals.
- c. The grant award cannot be increased after the decision to award has been made.
- d. You must spend the grant within one year – we recognise that project timescales can slip for good reasons; we would expect to be informed of any problems.

#### **6. Contact details**

Please submit all enquiries and completed application forms, with supporting documentation, to the Town Clerk.

You can contact the Clerk by telephone, email, in writing, or visiting the Town Council Office Monday to Friday between 9.30am and 1pm.

Westerham Town Council  
Russell House  
Market Square  
Westerham  
TN16 1RB.  
Telephone: 01959 562147  
Email: [office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)

## WESTERHAM TOWN COUNCIL

### GRANT APPLICATION FORM

The Council will not consider any application unless all questions have been answered and the required information supplied at the time of application.

<b>YOUR GROUP/ORGANISATION</b>	
Name of group/organisation	
Name of applicant and position held in Group/organisation	
Address for correspondence	
Telephone number	
Email address	
Is your organisation a registered charity?	
If yes, charity number	
Year of formation	
Constitution – please attach	
Group/organisation objectives	
Current membership	
Number of members in Westerham / Crockham Hill	
<b>DETAILS OF GRANT APPLIED FOR</b>	
Title of Project	
Date of event if applicable	
Total cost of project and how this will	

be achieved (include detail of funds from other sources)	
Amount of grant requested from Westerham Town Council	
Describe the project/purpose for which the grant is being sought and how many Westerham/Crockham Hill residents will benefit (continue on a separate sheet if required)	
<b>PREVIOUS APPLICATIONS</b>	
Details of previous grants given to your group/organisation by Westerham Town Council in the last five years with dates	
<b>ACCOUNTS</b>	
Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.	
Payment normally made by BACS, please provide BACS details	
<p>I hereby certify that to the best of my knowledge and belief the above information is correct.</p> <p>In order to comply with UK General Data Protection Regulation (GDPR), effective from 25th May 2018, WTC requires your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your grant. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.</p> <p>Please view WTC website on <a href="http://www.westerhamtowncouncil.gov.uk">www.westerhamtowncouncil.gov.uk</a> to view the WTC Privacy Policy or contact the office.</p>	
Signed	Position
Name (please print)	Date

