

WEST MOORS TOWN COUNCIL



GRANTS and DONATIONS POLICY

**Adopted by the Council on January 2008
Reviewed 11th July 2024
Amended 01.04.2025**

West Moors Town Council

Grants and Donations Policy

This policy covers all grants and donations, whether for revenue or capital, to voluntary bodies and organisations. We recognise the importance of Town Council funding for the voluntary sector providing for a variety of community support ventures in West Moors as well as that for such other bodies as Youth Organisations, Sports Clubs, one off cultural or recreational events.

Grants can be applied for throughout the year, they will then appear on the next Finance and GP committee agenda for consideration (applicants will be informed of the meeting date).

The applicant will be informed of the outcome within 5 working days of the committees' decision.

See Appendix A – Grant Application form – for details of information required to apply for a grant.

POLICY STATEMENT

- 1.0 Applications from organisations will only be considered if the following conditions can be met:**
 - 1.1 Benefits can be seen to accrue to the residents of West Moors
 - 1.2 There is an identified need
 - 1.3 The constitution, aims and activities of the applicant are acceptable to the Town Council
 - 1.4 Participation in the activity is open to all residents interested in that activity
 - 1.5 There is reasonable belief that the grant is needed and will be used in the best way to achieve the objectives of the recipient
- 2.0 Applications which could result in personal financial profit will not be considered.**
- 3.0 There is an expectation that recipients will agree to collect their award from the Town Council and take part in any publicity.**
- 4.0 Grants Applications will be considered within each Financial year and at each appropriate Finance and general Purpose meeting.**
- 5.0 Review this policy as required by organisation changes.**

APPENDIX A

West Moors Town Council Application Form for Grants and Donations



Please return completed form to: The Town Clerk, West Moors Town Council, 4
Park Way, West Moors, Ferndown, Dorset. BH22 0HL.

Name of Organisation

Name and Address of
Applicant

Position in Organisation

Telephone number

Email address

Description of the project

Estimated total cost of
the project

Amount requested from
The Town Council

Why is the project
important to your
club/organisation?

About your organisation

What are the objectives of your Club/organisation?

How many of your members are residents of the West Moors Town Council area?

Of the total number of people who benefit from your organisation, what proportion live in the West Moors Town Council area?

Do you intend to attract new members when the project has been completed?

How will this project benefit the community of which you are part?

What facilities are available for the disabled in your organisation?

Does your organisation include children under 16?

YES

NO

If so does your organisation have a child protection policy of the in place?

YES

NO

If Yes please provide a copy policy with your application.

If your organisation does include children under 16 but you do not have a child protection policy please contact the Town Clerk

Sources of Funding

Have you applied for a grant or loan from any other source, if yes please detail below

YES	NO
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Organisation	Amount	Pending	Granted	If refused, reason for refusal

What level of funding will your organisation be putting into the project?

What will be the effect on your project or organisation if a grant is not obtained from the Town Council?

What are the additional revenue/expenditure implications for your organisation on completion of this project?

How will any additional costs be covered?

Signature of Applicant

Print Name

Date

You may use this page if you need additional space for your answers

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For Official Use Only

Please enclose the following with your completed application form:

- A copy of your organisation constitution
- A copy of your most recent audited accounts
- Any letters of confirmation of other grants/loans secured
- Business plan for the future operation of your Club/Organisation (if applicable)