

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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GRANTS POLICY

WWW.HYTHERTC.GOV.UK/POLICIES/GRANTS

This policy was reviewed by S/O Committee on 24 March 2021

This Policy was ratified and adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



1. INTRODUCTION

- 1.1. Hythe Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Hythe for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2. Community grants are generated from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3. This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4. Applications will be considered initially by the Finance & General Purposes Committee. The committee will make a recommendation to the Full Council.
- 1.5. Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

2. GRANT SCHEMES

The Town Council operates two separate grant schemes:

- 2.1. The Small Grants Scheme is for grants of a value up to £300. The total fund available for this scheme is set as part of the annual budgeting process.
- 2.2. The fund for April 2023 to March 2024 is £3,000.
- 2.3. Applications for this scheme are considered throughout the year by the Finance Committee subject to funding being available.
- 2.4. All other grants are to be considered under the General Grants Scheme. Applications for this scheme are considered annually by the Finance Committee as part of the budget-setting process for the Council, as set out in 5.5 and payable in the following financial year.

3. ELIGIBILITY

- 3.1. 'The schemes are open to only Community Organisations' not for profit.
- 3.2. Bodies must have a bank account in their own name.
- 3.3. Projects must deliver a benefit to the residents of Hythe.
- 3.4. The Town Council will not fund hospitality, salaries, or projects with party political links.
- 3.5. The Town Council will only consider one application from an organisation within any financial year.
- 3.6. The Town Council cannot fund religious organisations.

4. APPLYING FOR A SMALL GRANT

- 4.1. Applications should be made on the application form via the Town Council website and include all information requested on the form. An application will not normally go to the committee until all required information has been provided.
- 4.2. Applicants must supply the previous financial year's accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3. Where the application is for a single item, the applicant should demonstrate that the best value has been sought; ideally by submitting quotations.
- 4.4. Applicants should attend the committee meeting where their grant will be considered to answer any questions which may arise.



- 4.5. For the purchase of items, consideration should be given to the Town Council to purchase and then gift the items to the organisation rather than providing a grant. This allows the Town Council to reclaim VAT for any items purchased which are then gifted as grants.

5. APPLYING FOR A GENERAL GRANT

- 5.1. Applications should be made on the application form via the Town Council website and include all information requested on the form. An application will not normally go to the committee until all required information has been provided.
- 5.2. Applicants must supply the previous two years of accounts and a recent (within three months) bank statement.
- 5.3. Where expenditure on a single item would exceed £500 the applicant should demonstrate that the best value has been sought; this would normally be by the submission of quotations.
- 5.4. Applicants must attend the committee meeting where their grant will be considered to answer any questions which may arise.
- 5.5. The deadline for applications to be considered for this scheme shall be set by the Town Clerk to correspond with the Council's budget-setting cycle. The deadline date shall be published as soon as practicable.
- 5.6. For the purchase of items, consideration should be given to the Town Council to purchase and then gift the items to the organisation rather than providing a grant. This allows the Town Council to reclaim VAT for any items purchased which are then gifted as grants.

6. GRANT EVALUATIONS

- 6.1. Recipients shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.
- 6.2. Receipts for all expenditures shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

7. CONDITIONS OF GRANTS

An application under both schemes shall indicate agreement to the following conditions:

- 7.1. Recipients shall complete an evaluation as required.
- 7.2. The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 7.3. Recipients are expected to positively promote the Council's involvement in the project.
- 7.4. Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 7.5. Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 7.6. The Council may apply any additional conditions it deems necessary as part of the grant award.



8. RECEIPT OF GRANT

- 8.1. Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 8.2. Payments shall be made to the organisation within four weeks of receipt of the agreement.
- 8.3. Payments shall only be made to an organisation. The Council will not issue grants to an individual.

9. OVERSIGHT, TRANSPARENCY

- 9.1. The applicant, organisation or any person acting on their behalf must not solicit support for an application or generally lobby any Councillor at any point in the application process.
- 9.2. Any lobbying by or on behalf of an applicant/organisation will void the application and further applications will not be considered within 12 months.
- 9.3. Application forms shall require the applicant to declare the involvement of any Councillor or council officer within their organisation.
- 9.4. If a Councillor holds any position of responsibility within the applying organisation, that person shall declare it at the appropriate time, prior to the commencement of the discussion and shall not participate in discussion or voting on the application.
- 9.5. Paragraph 8.4 shall not apply to ordinary members of the applying organisation, though a declaration to that effect should be made in accordance with existing rules.

