



EAST COWES  
TOWN COUNCIL

# **GRANTS POLICY APPLICATION & GUIDELINES 2024**

## 1 Aim of Scheme

The Small Grants Scheme will consider grants to support local organisations currently contributing to or wishing to develop community projects in East Cowes.

The scheme will also consider requests for specific donations. Donations will be considered on the merits and benefits of each request and may include local, national, and international charities and beneficial causes.

## 2 Objectives

- To fund **not-for-profit** clubs/organisations based and working in the electoral area of East Cowes
- To enable **not-for-profit** clubs/organisations wishing to improve the quality of facilities or services for the East Cowes community.
- To support small groups who are working to benefit East Cowes residents.
- To support local, national/international charities and beneficial causes

## 3 Who Can Apply?

Applications will be considered from:

- **Not-for-profit** clubs/organisations, based and working in the electoral area of East Cowes
- Local projects by local people to benefit the local community
- Registered charities and community interest companies working to improve facilities or services for the East Cowes community.
- Official fund raisers for local/national/international charities and beneficial causes

All applicants should be aware that priority will be given to:

- First time applicants to the scheme
- Groups or organisations that can show the grant will be used to attract other funding
- Community groups and organisations where there is a direct, measurable benefit to specific sections or the whole of the East Cowes community

## 4 Who Cannot Apply?

The Town Council will not support funding:

- For individuals or profit-making organisations
- For retrospective applications (i.e. you must not have committed yourself to the expenditure prior to application)
- To groups or organisations not based in East Cowes or not benefiting its community.
- To any Political Parties

## 5 Application Process

1. The annual budget for the Small Grants Scheme for 2024/2025 is £6000. Applications will be considered twice yearly at Full Council in April and September.

Donation requests may be made at other times throughout the year.

2. All applicants requesting a grant must complete the Application Form and supply all additional information as advised within it. Failure to provide all necessary supporting information will result in the rejection of your claim.

- A copy of your club/organisation's constitution/set of rules
- A copy of your bank statement and last 6 months accounts
- A copy of any quotations as set out in *C1 – Total Cost section of the application form*
- Evidence of any other grant being offered for the project

3. On receipt of your application an acknowledgement will be sent to you.
4. Applicants may be invited to attend Full Council and speak for up to 3 minutes in support of their application for a grant/donation.
5. Applicants will be notified of the Town Council's decision
6. Donation requests should be made in writing to the Clerk of the Council and should provide specific details of the benefits the donation will provide and to whom.

## **6 Conditions for Approved Grants and Donations**

Successful applicants must:

- Only use the grant/donation for the purposes stated in the application
- Carry out the project / expenditure within the financial year the grant/donation was made.
- Provide the Council with evidence of spend that the grant has been used in accordance with the application, within 6 months of the grant project being completed.
- Provide a report of the benefits that accrued from the receipt of the grant/donation.
- Provide details of any other match funding grant received for the project.
- Include East Cowes Town Council in any publicity attached to the grant project/donation.

If any of the above items are not adhered to then the grant/donation may be repayable in full.

If you have any queries regarding the application guidelines, please contact:

Town Clerk, East Cowes Town Council

Town Hall,

York Avenue

East Cowes PO32 6RU

Tel: 01983 299082

Email: [Clerk@eastcowestowncouncil.co.uk](mailto:Clerk@eastcowestowncouncil.co.uk)

Website: [www.Eastcowestowncouncil.co.uk](http://www.Eastcowestowncouncil.co.uk)