

KESGRAVE TOWN COUNCIL

Grant Approval Policy and Procedure

1. Aims and objectives

Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Kesgrave as a place to live, work and visit, for everyone. We know that Council can make a difference through our grants process, but it is also important that we seek a relationship with many of these groups to explore other ways in which they can develop and grow as they need to.

Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To improve or enhance the local environment.
- To achieve value for money.

2. Eligibility and Application Procedure

Voluntary organisations, charities and community groups wishing to be considered for a grant should write to the Clerk at the address below and request an application form (or complete the one appended and submit it to the Clerk). Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee with a bank account and ideally at least one year of prepared accounts.

Eligible costs are for the purchase of 'one off' capital items and/or core running costs, but other types of expenditure will be considered if the other eligibility criteria are met. Please note, council would not normally consider a grant over £2000 for one off grants. (For continued, annual funding support, please refer to section '5' on page 2).

Application forms may be submitted at any time, but applicants should note that the examination process can take up to three months to reach a final decision. Incomplete application forms will be returned to the applicant for proper and full completion. Council will not fund items already purchased.

The application form requires the disclosure of information about the applicant, their organisation, the amount of the grant sought, the funding purpose (including a breakdown of costs where appropriate) and financial information about the organisation. Where the application is to support a project the total costs and any funds already raised will be required.

Importantly, how the project will benefit Kesgrave, and its residents should be explained on all applications. Council favours applications from organisations and people based in the town.

All data provided will be processed in accordance with Council's Data Protection Policy (General) which can be viewed on, and downloaded from, Council's website, www.kesgravetowncouncil.gov.uk.

Grants awarded must be used for the purpose stated in the application form unless the applicant organisation has obtained prior written permission from Council to use it for an alternative purpose. Upon the date the funding is received, the grant should be spent within twelve months of that date, with acknowledgement of the funding received being promoted via the group's

social media, website and or local publications. A representative from the organisation is also required to attend the next Annual Town Meeting (ATM) to provide a short verbal or written report on the grant received and its use. Council reserves the right to have the grant repaid in part or in full where the specified acknowledgements are not upheld.

3. Grants to fund individuals, commercial or statutory organisations

Whilst Council does not typically award grants to individuals, commercial or statutory organisations, under certain circumstances it may consider providing financial support using other statutory powers or, in the case of an individual, it would have significant benefit to the community. In these circumstances, please contact the Clerk to discuss what you are trying to achieve, and Council will give due consideration to your request.

4. Grant approval

All eligible grant applications are normally considered first by the Finance & Governance Committee who put forward a recommendation to Full Council. Council's decision is then communicated in writing by the Clerk or RFO. In making decisions Council will observe the following guidelines:

- Approvals will depend on sufficient funds being available within Council's grants budget at the time of the application and taking into account funds already committed.
- If the grants budget has been expended, Council will be empowered to authorise virements from savings elsewhere in the budget to fund a grant application where deemed appropriate.
- Kesgrave based organisations will receive preference. Applications from non-Kesgrave based organisations will be considered if applicants can show that their activities provide positive benefits for Kesgrave people. The amount of grant allocated will take this into account.
- Council will not consider repeat grant applications within the same financial year.

5. Annual grant funding for continued services provided in the town of Kesgrave and for the benefit of Kesgrave residents

Council has, and continues to work with local organisations, both in the voluntary and public sector, providing annual financial support via a 'Service Level Agreement (SLA)'. Council currently has SLAs with voluntary organisations who provide services specifically in the town of Kesgrave like youth support and impartial confidential advice. Council have also previously provided financial support to Kesgrave Library and Suffolk Constabulary. If you would like more information on entering an SLA to provide annual financial support for your organisation, please contact the Clerk to arrange an initial informal meeting.

Kesgrave Town Council, Ferguson Way, Kesgrave, Suffolk, IP5 2FZ Tel. (01473) 625179; townclerk@kesgravetowncouncil.gov.uk; www.kesgravetowncouncil.gov.uk.

Last reviewed: October 2025

Next review due: June 2028

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Grant Application Form



Name of Organisation/Group
Address
Contact Name
Contact Telephone Number
Contact email address

Has your organisation/group been formed for less than 1 year?	Yes	No	
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Do you have a voluntary management committee/steering group?	Yes	No	
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Are you a registered charity?	Yes	No	
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Charity number:			
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Do you have an annual record of accounts?	Yes	No	
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Please attach a copy of your most recent accounts or latest bank statement.

Please describe your organisation/group's main activities:			

How much are you applying for?	
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What is the grant for?

Please specify how Kesgrave will benefit and, where applicable, the number and types of Kesgrave people who will benefit and to what extent.

Where this is a project or a request to fund a purchase:

a) What other funds have you raised?

b) Please provide a breakdown of the costs

If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name:	
Sort Code:	
Account Number	

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your organisation/group that is authorised to apply for funding on its behalf.
- You agree that your details can be held and processed by Council in accordance with its Data Protection Policy (General) available on Council's website: www.kesgravetowncouncil.gov.uk
- You have read and understood Council's Grant Approval Policy and Procedure, available on Council's website: www.kesgravetowncouncil.gov.uk
- All information provided in this application is truthful and accurate.

Signed on behalf of the applicant organisation/group:	
Date:	

Send to: The Town Clerk, Kesgrave Town Council, Ferguson Way, Kesgrave, Suffolk, IP5 2FZ or email to townclerk@kesgravetowncouncil.gov.uk