

Rayleigh Town Council Grant Funding Policy

Rayleigh Town Council has two grant funding schemes; a rapid response scheme that can award grants of up to £500 throughout the year, and a capital funding scheme that will award grants of up to £5,000 at the Annual Assembly in May. The Council may be able to consider larger awards for projects of significant benefit to the community and these would be treated on their own merits rather than simple grants.

Who can apply?

Applications are welcome from groups within the community offering a service or facility that benefits residents. This means solely being able to benefit all residents, alternatively those residents that have an interest in the service or facility being provided.

The Council cannot consider applications from other precepting authorities or for projects where another authority has a specific power which is not extended to Town or Parish Councils, for example, education or highway maintenance.

The Council cannot consider applications from organisations that are already in receipt of Council grants or awards.

What is required?

Applicants would be required to show that it:

- has its own bank account (with two authorised signatories)
- is properly constituted
- has up-to-date accounts

Applicants may also be asked to attend a council meeting to give a presentation in support of their application.

The council will consider applications for rapid response grants at any time throughout the year and the application will be considered at the next council meeting.

Bids for capital funding must be received by 31st October so that the sum can be added to the annual budget if the bid is successful.

Capital grants will be awarded at the annual assembly and applicants will be expected to send a representative to the meeting to receive the grant and give a short commentary on the

purpose and benefits of the grant. Success applicants will also be expected to publicly acknowledge the support of the Town Council for enabling the purpose of the grant.

Capital grants for improvement of facilities or services will be considered, as will grants towards an event, class or training course. The council will not normally consider grants towards running costs, or employment of staff. Grants will be awarded if they broadly fit into one of the following themes:

- Community development and community safety.

- Healthy Living

- Environmental care and sustainability.

All eligible applications are considered on merit and an award will be subject to the availability of funds.

Making an application

Applicants will need to complete an application form that includes:

- The group's most recent accounts and bank statements.

- Details of the management committee and or constitution.

- An outline of the group's other fundraising methods.

New groups will not be able to show an accounting history, but will still need to have a committee structure, a bank account and show projections for income and expenditure and fund-raising ideas.

What happens next?

Once the application has been received it will be assessed, and the applicant may be contacted for further information. Rapid response applications will receive a response to your application within 14 days of the next Council meeting. If it is successful, you will receive a letter advising you of the amount to be granted. Capital grants will be awarded at the May Annual Assembly.

Monitoring and Evaluation

If the grant is not used for the purpose for which it was intended then the offer will be withdrawn, or you will be asked to return the grant. Within three months of the grant being made the Town Council would welcome a report on how the grant has been used and what outcomes have been achieved. Groups who have received capital grants will be invited to the Annual Assembly to report on the success of their project. The success of future grant applications will depend on the group demonstrating that previous grants have delivered the expected results.