**COTGRAVE TOWN COUNCIL**

Logo, company name

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GRANTS AWARDS POLICY

Cotgrave Town Council  
Suite F, Cotgrave Business Hub  
Candleby Lane  
Cotgrave  
Nottingham  
NG12 3US

**1. INTRODUCTION**

1.1 Cotgrave Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Cotgrave for the benefit of the Town. The Town Council makes an annual budget provision for community grants to help its aims.

1.2 Community grants come from taxpayer funding and a key principle of this policy is to ensure that the 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 Applicants are encouraged to look at alternative sources of funding in addition to Council’s scheme.

2. **ELIGIBILITY**

2.1 The scheme is only open to: Community Organisations, Local Charities and Community Interest Companies.

2.2 Bodies must have a bank account in their own name.

2.3 Projects must deliver a benefit to the residents of Cotgrave.

2.4 The Town Council will not fund: hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with a party political link and day to day running costs.

2.5 The Town Council will only consider one application from any organisation within any financial year.

**3. APPLYING FOR A GRANT**

3.1 Applications should be made on the application form via the Town Council website or contact the Council Office, and include all information requested on the form. An application will not normally go to Full Council until all required information has been provided.

3.2 Applicants must supply the previous two years accounts and a recent (within three months) bank statement.

3.3 Whilst the application must be made by completing the form and forwarding this to the Town Clerk, an opportunity will be made available for the applicant to make a verbal presentation to support an application, if required at a Town Council Meeting. This will be arranged with the Town Clerk to the relevant meeting.

3.4 Where expenditure on a single item would exceed £500 the applicant should demonstrate the best value has been sought; this would normally be by the submission of quotations.

3.5 Consideration should be given to the Town Council when purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can claim VAT for items purchased which are gifted as grants.

**4. CONDITIONS OF GRANTS**

4.1 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.

4.2 Recipients are expected to positively promote the Council.

4.3 Recipients will make themselves available for a photograph opportunity for inclusion within Council’s publicity.

4.4 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.

4.5 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.

4.6 The Council may apply any additional conditions it deems necessary as part of the grant award.

**5. RECEIPT OF GRANT**

5.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.

5.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.

5.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

Policy adopted by Council on : Minute Number:

Policy Review Period : 2 years.