



GREAT DUNMOW TOWN COUNCIL

SCHEME OF GRANTING FINANCIAL ASSISTANCE

1. Successful applicants will receive their grants during the financial year in which they are agreed (1st April – 31st March).
2. The Council will consider applications for grants for up to £500. Grants are limited by the amount available in the current round. Ask the Town Clerk for more details.
3. Applicants need to complete the Council's application form and provide all the information requested.
4. Applications will not be accepted from businesses.
5. Applications can be made for revenue expenditure (excluding salaries) or capital projects, but grants will not be made to organisations applying for (adult) clothing eg uniforms or branding.
6. The Council will consider the purpose of the grant, the organisation's accounts, how the grant will benefit the residents of Great Dunmow, how it links with Health and Wellbeing, and any approaches made to other funding sources.
7. Organisations are not restricted to the number of applications they make, but the history of previous applications will be considered in the decision-making process.
8. Grants awarded for the purchase of goods or services will be paid on receipt of a receipted supplier's invoice. However, special arrangements may be made if an organisation demonstrates that cash flow prevents this.
9. Grants awarded must be requested for payment within twelve months of the date of the award. After this time the offer will be withdrawn.
10. Where a grant is offered for a project in the planning stages, the Council may pledge a sum which will become payable when the project is underway. In this case the offer will be kept open only for a limited period. The project must have commenced, or a firm commitment made to a start date, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will be withdrawn.
11. Grants awarded are within the Council's grant budget which is set annually. You are advised to contact the Town Clerk to check the budget available before submitting your application.
12. Surplus funds from the grant budget allocated at the March session can be ring-fenced for inclusion within the September session. If surplus funds remain they will then be returned to the general reserve.
13. Applications will usually be considered at the March and September meetings of the Finance & Policy Committee and applicants will be informed of the outcome after that meeting.
14. The Council's policy is to grant financial assistance to local projects only, and not national or county appeals. However, local branches of national organisations may apply.
15. The Council will not give financial assistance to charities operating overseas or to a fund established to help persons outside the UK. Through the General Power of Competence, the council will consider giving financial assistance to individuals.
16. A condition of receiving the grant is that organisations are required to acknowledge the Council's support in their publicity material.

Please note that your application form, accounts and other information may be copied and placed on the public agenda for the meeting (no personal data will be disclosed)