



# MARCH TOWN COUNCIL GRANT FUNDING GUIDANCE FOR APPLICANTS

## **Aims of Funding**

March Town Council aims to promote the development of community, social, cultural and sport opportunities within the area of March. To this end, the Council offer grants to local organisations based in, or providing services to the locality of March to help them maintain and develop their services, facilities, and activities.

The Town Council has a long history of supporting local groups and charities by making funding available to provide grants throughout the year.

## **Annual Grant Funding**

March Town Council aims to strengthen links with funded groups throughout the year as a means of mutually sharing decisions, activities, and events, but also to ensure good governance. Recipients of grants will be expected to provide updates, with particular emphasis on how funding has been spent.

Those organisations who seek Annual Grant funding maybe asked to deliver a presentation, in addition to completing the required application form. These will be arranged in advance of decisions.

The Town Council will publicise the awards made to demonstrate the use of public funds, and will invite recipients of grants to attend events organised by the Town Council to promote networking and sharing of best practice.

The Town Council has agreed funding criteria which applicants must ensure they meet before applying. Community groups, organisations and charities that are missing any of the criteria required are encouraged to contact the Town Council to discuss this. We would like to support groups to be able to apply.

## **Funding Criteria that must be met**

Grants are available for voluntary, non-profit making organisations who provide facilities, activities, and services principally for residents in March, served by March Town Council.

Typically, these organisations include community associations, youth organisations, sports, play, and art clubs, organisations that assist disadvantaged/vulnerable groups and charitable trusts.

To be eligible to apply for funding from March Town Council, you must be able to provide the following:

- A constitution or governing document, or written aims and objectives.
- Up-to-date financial information, including latest accounts and bank statement (in addition you must be prepared to explain the purpose of any reserves held).
- A set a basic core policies (please contact the Council to discuss this)
  - ✓ Health & Safety
  - ✓ Equality and Diversity
  - ✓ Safeguarding
  - ✓ Data Protection and GDPR
  - ✓ Risk Management
  - ✓ Complaints Procedure
- **We want to support organisations who may not have all the documents required, so please contact the Clerk if that is the case.**

### **Organisations that will not be funded**

- Individuals
- Business organisations whose aim is profit
- National charities (unless specific direct services are provided within the local area)
- Schools (after school groups and clubs are able to apply)
- Religious Establishments
- Political Groups or groups that support a political party
- Other organisations operating from outside March (unless specific direct services are provided within the local area, or these organisations contribute to the wellbeing of the Town and its residents)

### **Priorities**

When allocating Grants, the Council will consider each case on its merits and may give priority to those groups providing services and facilities that fulfil a role where there are currently 'gaps' in provision.

### **What can Grants be used for?**

Annual Grant Aid Funding can be used for capital (e.g. purchasing tools and equipment) or revenue expenditure (e.g. running costs) and/or as 'start-up' funding for new bodies.

### **Timeline**

Grant windows are open throughout the year and are awarded on a quarterly basis as shown below (please note that dates may be changed prior to publication). Decisions are made in the preceding grant award quarter in which the grant is to be spent. For confirmation of exact dates please contact March Town Council.

<b>Qtr 1 (March)</b>	<b>Qtr 2 (June)</b>	<b>Qtr 3 (September)</b>	<b>Qtr 4 (December)</b>
<ul style="list-style-type: none"> <li>• Opens First Monday January</li> <li>• Closes Last Friday February</li> <li>• Decision First Monday March</li> </ul>	<ul style="list-style-type: none"> <li>• Opens First Monday of April</li> <li>• Closes Last Friday of May</li> <li>• Decision First Monday of June</li> </ul>	<ul style="list-style-type: none"> <li>• Opens First Monday of July</li> <li>• Closes Last Friday of August</li> <li>• Decision First Monday of September</li> </ul>	<ul style="list-style-type: none"> <li>• Opens First Monday of October</li> <li>• Closes Last Friday of November</li> <li>• Decision First Monday of December</li> </ul>

Based on the budget March Town Council has available for this purpose, community groups and organisations will be able to apply for grants of less than £500. You can only apply for a grant of £500 once in any year.