



Grant Awarding Policy for Syston Town Council

Objective

The Town Council wishes to support activities and causes which benefit the town of Syston. A grant is any payment made by the Town Council for the specific purpose for which it is claimed and for the well-being of the community.

Eligibility

Any grant made by the Town Council must directly benefit some or all of the residents of the town of Syston.

The following criteria must be met for a group to be considered for a grant:-

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Town Council will directly benefit the residents of Syston
- The group must be formally constituted and have a management committee made up of volunteers

Individuals, businesses, religious groups or political parties are **not** eligible for grant funding.

Conditions

- Multiple applications within a 12 month period will not normally be considered

- The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application. The Town Manager will, therefore, be allowed to verify that the monies have been spent accordingly
- Proper evidence of actual or estimated expenditure must be supplied to the Town Council prior to the payment of any grant. If the Town Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded
- Grants cannot be awarded after the relevant project or event has been completed
- An acknowledgement on receipt of the grant cheque or payment is required

Application Process

- Applications can be made in writing together with a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application
- Applications are accepted at any time of the year, and are considered on a first come first served basis
- Applicants are usually informed within two weeks of the meeting where the decision has been made

Promotion

The Town Council will ask for recognition from successful groups in the form of the promotion of the Town Council in the organisation's newsletter or any press release. The Town Council will also recognise successful groups in its own reports.

Related Policy Documents

Financial Regulations
 Standing Orders
 Equality and Diversity Policy

Equality Impact Assessment

We need to understand whether our services are meeting everyone's needs and that everyone who needs them has access to those services. We have developed an Equality Impact Assessment process for the assessment of any new or significantly changed policies, practices, procedures, functions and services.

Undertaking Equality Impact Assessments enables us to take action to prevent direct and indirect discrimination by ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

Our ultimate aim is to improve our services. By making sure we have considered the potential impacts of a policy, strategy or plan at an early stage potential barriers or problems can be avoided and actions put in place these it can be fully incorporated into any decisions and not just a 'bolt-on' at the end. Working in this way helps us to integrate and mainstream equalities into our work. Likewise, when reviewing the effectiveness and performance of our services, we can use this procedure to identify equality issues and opportunities as an integral part of our review.