

Dalton with Newton Town Council: Grant-Awarding Policy

1. Purpose

Dalton with Newton Town Council aims to support local charities and community groups through small grant awards that benefit residents of the Parish. Grants are intended to support projects, initiatives, and activities that improve the social, cultural, or environmental wellbeing of the community.

2. Eligibility

- Grants are available **only to registered charities or community groups**. Individual applicants are not eligible.
 - The organisation must be **based within the Parish** and the project must **benefit the wider community**.
 - Projects must **not have been completed** prior to the grant application.
 - Grants **cannot be used for running costs**, general administration, or debt repayment.
 - Organisations must have appropriate safeguarding checks in place if their activities involve **children or other vulnerable persons**.
-

3. Grant Amounts

- There is **no maximum grant amount**, but total funding is **subject to the annual budget allocation for grants**.
 - Councillors may decide to award a **smaller amount than requested** if the full amount cannot be supported.
 - Any unclaimed or unused funds within the grant budget will **be reallocated for future projects**.
-

4. Application Process

- **Applications are accepted only between April and October**. Applications received outside this period will not be considered.
- Applications must include:
 - Project description and objectives

- Start and end dates
 - Target audience/community benefit
 - Budget, quotes/estimates for items requested, and latest audited accounts
 - Latest bank statement
 - Evidence of relevant safeguarding checks (if applicable)
 - The **Clerk will review all applications first** to ensure completeness. Incomplete applications may be returned or delayed.
 - Complete applications are **presented to Full Council for consideration**.
 - Applicants may be invited to **attend the Council meeting** to answer any questions about their project.
-

5. Decision-Making

- The Council aims to **consider all applications fairly and transparently**.
 - Decisions will be based on:
 - Community benefit and alignment with Council priorities
 - Evidence of need and appropriate planning
 - Financial information provided
 - Ability of the organisation to deliver the project successfully
 - Applicants will be **notified of the outcome in writing** following the Council meeting.
-

6. Conditions of Award

- Successful applicants must:
 - Use the grant **only for the items or activities specified** in the application
 - Provide a **project report at the next Annual Town Meeting**
 - **Agree to feature their project on the Town Council website**
 - Submit a **Project Completion Form** with receipts **within 6 months of receiving the grant**

- The Council reserves the right to **request repayment** if funds are misused or reporting conditions are not met.
 - Applicants must notify the Council **in writing of any changes** to the project.
-

7. Transparency and Accountability

- All grant applications and outcomes are recorded in Council minutes.
 - The Council promotes equality of access and **does not discriminate** on any basis.
 - Records of grant awards may be **published for public accountability**, in line with UK public transparency standards.
-

8. Review

- This policy will be **reviewed annually** to ensure it remains relevant and effective.
- The Clerk may provide guidance to applicants, but final decisions rest with Full Council.

Dalton with Newton Town Council – Guide for Grant Applicants

Dalton with Newton Town Council offers grants to **local charities and community groups** to support projects that benefit residents of the Parish. This guide will help you understand **who can apply, how to apply, and what to expect**.

1. Who Can Apply

- Registered **charities or community groups** based in Dalton and Newton.
 - Projects must benefit the **wider community**, not just individuals.
 - Grants **cannot be used for running costs or projects that have already been completed**.
 - Organisations must have relevant **safeguarding checks** if the project involves children or vulnerable adults.
-

2. What We Can Fund

The Council supports a **wide variety of projects**, including but not limited to:

- Community events and activities
- Environmental improvements
- Arts, culture, and heritage projects
- Health and wellbeing initiatives
- Youth or elderly services

We cannot fund:

- Projects that benefit individuals only
 - Political organisations or activities
 - Projects where grant funds will be passed on to other organisations
 - Retrospective funding for completed projects
 - General running costs or debts
-

3. How Much Can You Apply For

- There is **no maximum grant amount**.

- The Council sets an **overall grant budget each year**, so councillors may offer **less than the amount requested**.
 - Any unclaimed funds will be **reallocated in the Council budget**.
-

4. When to Apply

- Applications are accepted **only between April and October** each year.
 - Applications received outside this period **will not be considered**.
-

5. How to Apply

1. **Read the Grant Policy and this Guide carefully.**
 2. Complete the **Grant Application Form** in full.
 3. Attach all supporting documents:
 - Constitution or rules including Equal Opportunities Policy
 - Two quotes/estimates or a breakdown of project costs
 - Most recent audited accounts and latest bank statement
 - Safeguarding policies (if applicable)
 4. Ensure the form is **signed by at least two authorised members** of your organisation.
 5. Return the application to **Dalton Town Hall** before the deadline.
-

6. What Happens Next

- The **Clerk will check** that your application is complete.
 - Complete applications are presented to **Full Council** for consideration.
 - You may be invited to **attend the meeting** to answer questions about your project.
 - The Council will notify you of the **decision in writing**.
-

7. If Your Application is Successful

- Funds **must only be spent on the approved project**.

- You must complete a **Project Completion Form** within 6 months of receiving the grant and provide **copies of receipts**.
 - You must **attend the next Annual Town Meeting** to give a brief report on your project.
 - You must agree for your project to be **featured on the Town Council website**.
 - If funds are not used or the project changes significantly, you may be asked to **return some or all of the grant**.
-

8. Tips for a Strong Application

- Be **clear and concise** in your project description.
 - Include a **detailed budget** with quotes.
 - Show the **benefit to the wider community**.
 - Attach all **supporting documents** – incomplete applications may be delayed or rejected.
-

9. Contact

For help or advice, contact the **Clerk at Dalton Town Hall:**

- **Telephone:** 01229464000
- **Email:** townclerk@daltontowncouncil.gov.uk

Dalton with Newton Town Council

Grant Application Form – Community Groups

Please read the Grant-Awarding Policy and Applicant Guide before completing this form.

Applications are accepted **only between April and October**. Incomplete forms may delay consideration.

1. Organisation Details

- **Name of Group/Organisation:**

- **Main Contact Person:**

- **Position in Organisation:**

- **Address:**

• _____

- **Telephone:** _____ **Email:**

- **Charity/Registration Number (if applicable):**

Can we share your contact details with Councillors if needed? Yes No

2. Membership and Reach

- **Number of members (if applicable):** _____

- **Age group(s) your project will benefit:**

- **Geographical area served:**

3. Project Details

- **Project Title:**

- **Start Date:** _____ **End Date:** _____
- **Is this a new project?** Yes No
- **Is this a one-off cost/project?** Yes No

Project Description:

(Include what you are applying for, why you need the grant, who will benefit, and what you hope to achieve. Continue on a separate sheet if needed.)

Number of people the project will benefit: _____

4. Financial Information

- **Total project cost:** £ _____
- **Amount requested from Dalton with Newton Town Council:**
£ _____
- **If applying for less than full project cost, how will you fund the remainder?**

- **Do you receive other funding? If so, from whom?**

- **Have you applied for other grants for this project? Please provide details and outcomes:**

Bank Account Details:

- **Account Name:** _____
- **Bank Name & Address:** _____
- **Account Number:** _____ **Sort Code:** _____

5. Policies and Declarations

- **Equal Opportunities Policy:** Yes No (Please attach or contact your local CVS for advice)
- **Safeguarding/Child Protection Policy (if applicable):** Yes No (Please attach)
- **Vulnerable Adults Policy (if applicable):** Yes No (Please attach)

Previous Dalton with Newton Town Council Grants:

- Have you received a grant before? Yes No
 - If yes, when and how much?
-

6. Supporting Documents

Please attach copies of:

- Constitution/Rules including Equal Opportunities Policy
- Two quotes or estimates / breakdown of project costs
- Most recent audited accounts and latest bank statement
- Child protection and/or vulnerable adults policies (if applicable)

If you are unable to provide any of these documents, please explain:

7. Declaration

We confirm that:

1. The information in this application is correct.
2. We accept the **General Conditions of Grant Acceptance**.
3. We will complete and return a **Project Completion Form** if the grant is awarded.
4. We agree that, if successful, the project may be featured on the Town Council website.
5. We agree to provide a report on the project at the **next Annual Town Meeting**.

Signatures (minimum 2 required):

- Chairperson: _____ Print:

- Treasurer: _____ Print:

- Secretary: _____ Date:

Dalton with Newton Town Council – Project Completion Form

This form must be completed and returned within 6 months of receiving your grant.

Please include **copies of receipts** or other evidence of spending.

1. Organisation Details

- **Organisation Name:** _____
- **Project Title:** _____
- **Main Contact Person:** _____
- **Telephone / Email:** _____

2. Grant Details

- **Amount of Grant Received:** £ _____
 - **Date Received:** _____
-

3. Project Summary

- Please describe your project and what was achieved:

- Number of people who benefited: _____
- Age groups served: _____
- Geographical area served: _____

4. Spending Details

- Total Project Cost: £ _____
- Please provide a breakdown of how the grant was spent:

Item/Activity	Cost (£)	Receipt Attached? (Y/N)
-----	-----	-----

- If there are any unspent funds, please explain:

5. Supporting Evidence

Please attach:

- Copies of all **receipts** for items purchased with grant funds
- Optional: **photos or other evidence** of your project

6. Reporting & Consent

- I confirm that the grant was spent **only on the approved project**.
- I agree for this project to be **featured on the Dalton Town Council website**.
- I understand that I may be asked to report on this project at the **next Annual Town Meeting**.

7. Feedback (Optional)

- Please share any lessons learned or comments on how the grant helped your organisation:

8. Declaration & Signatures

We confirm that the information provided is correct and complete:

- **Chairperson:** _____ Print: _____
- Date: _____
- **Treasurer:** _____ Print: _____
- Date: _____
- **Secretary (optional):** _____ Print: _____
Date: _____