

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



MILDENHALL HIGH TOWN GRANTS POLICY

Introduction

Mildenhall High Town Council is keen to make grants to voluntary groups, charitable or non-profit organisations working to enhance the parish and its resident's well-being

Grants are made out of money provided by the council taxpayers of Mildenhall High Town and accordingly the Town Council has a responsibility to satisfy itself that any benefit is commensurate with, or in proportion to the expenditure likely to be incurred

Mildenhall High Town Council awards grants at its discretion to community organisations which can demonstrate a clear need for financial support to benefit Mildenhall Parish by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting Mildenhall Parish in a positive way

The organisation must be non-profit making or charitable (optional).

Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity. Grants will not be made retrospectively and only one application for a grant will normally be considered from each organisation in any one financial year.

Applications will be invited throughout the year and will be considered by Mildenhall High Town Council at the monthly Council meetings after which all applicants will be contacted

Grant applications must be made in writing to the Town Manager with the following information included:

1. The aims and objectives of the charity/organization
2. How, if granted the financial support would enhance the well-being of Parish residents or enhance local service provision for them
3. The specific amount requested or a statement that this is being left to the council's discretion

Applications will be considered for the following purposes:

1. For startup costs of a new group
2. For the purpose of purchasing specific equipment either in part or in full

First adopted: Historical Document
Last Adopted: November 2019
Due for review: January 2022

3. For the funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes
4. For training activities, or to purchase the expertise of an outside trainer/ instructor/ facilitator
5. For activities that raise the profile of the area
6. For running costs of a viable group that is experiencing a period of hardship; we would require the group to tell us how the hardship has arisen.
7. For hosting special events or celebrations
8. For the provision of recreational facilities
9. For the purpose of communication where this will benefit the parish as a whole.

Conditions:

1. Grants will not be awarded to individuals.
2. The maximum grant to any organization should not normally exceed £500 in any one financial year
3. Grant will not be awarded to promote a Religious or Political Organisations or causes. The core focus of any grant application should be clearly demonstrated.
4. Grants will not be awarded to National or Regional Charities unless it can be shown that any donation will be used locally and exclusively within Mildenhall Town. These grants will normally not exceed £500.
5. Additional applications within a 12 month period will not be considered
6. The grant must be used only for the purposes stated in the application and not assigned to any other purpose without prior written permission from Mildenhall High Town Council. The Town Council reserves the right to recall a grant if it is not used for the purposes or within the conditions stated
7. A grant not taken up within twelve months will lapse
8. A positive financial status demonstrating sustainability of the group should be provided with the application
9. All awards must be properly accounted for and evidence of expenditure should be supplied if requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded
10. Any relevant publicity material should acknowledge the support of Mildenhall High Town Council
11. An article recognizing the support of Mildenhall High Town Council must be provided for inclusion in the next edition of the Parish Magazine and to update the Town Website. Guidance can be given on this.

Mildenhall Parish Council Grants Policy

1. Mildenhall High Town Council members should be invited to see the project/attend events and be allowed to monitor and evaluate the project/activity. A Report on the objectives and progress of the project is expected to be made at the Annual Town Meeting.
2. In the event of an organisation winding up, any equipment purchased with a grant from Mildenhall High Town Council retain the option to recover any assets that have been funded.
3. In making an award, Mildenhall High Town Council does not assume or accept any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work undertaken
4. Donations to Registered Charities in response to a general fundraising appeal will not be considered unless the charity is likely to be providing some immediate benefit to a group of residents within the parish and then will not normally exceed £250.

Eligibility: -

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Last Adopted: November 2019
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1. Any Charity, Non-Profit, Voluntary Group, Community Organisation.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:-
 - a. The Town Council will not fund activities that it considers to be the responsibility of a Statutory Authority
 - b. The Town Council will not fund activities outside its powers and functions.

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