

# MILDENHALL HIGH TOWN COUNCIL

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



## GRANTS POLICY

### Introduction

Mildenhall High Town Council is keen to make grants to voluntary groups, charitable or non-profit organisations working to enhance the town 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 High Town, including the following:

- By preserving and enhance the character of the town.
- By working towards a cleaner, greener Mildenhall.
- Being innovative in creating new ways of communication across the town.
- Encouraging and promote community engagement.
- Developing and improve amenities and facilities in the town.
- Delivering quality events and services.
- By engaging in partnership working with local groups.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year and only to the organisations bank account.

Groups must be constituted.

Applications will be invited throughout the year and will be considered by Mildenhall High Town

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Council at the monthly Council meetings after which all applicants will be contacted by the Town Manager with the Council's decision, you are also encouraged to attend the meeting and would be allowed to speak under public participation.

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

1. The aims and objectives of the charity/organisation.
2. How, if granted the financial support would enhance the well-being of town residents or enhance local service provision for them.
3. The specific amount requested, including cost of the project.
4. Equal opportunities, safeguarding and health and safety documentation. If you require any help with these items please contact the Town Manager.

**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
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/volunteer development.
5. For activities that raise the profile of Mildenhall.
6. For 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 town as a whole.
10. Grants will only be made for organisations with open membership to all residents of the town.

**Conditions:**

1. Grants will not be awarded to individuals.
2. The maximum grant to any organization will not 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 normally be awarded to National or Regional Charities unless it can be shown in the application form that any donation will be used locally and exclusively within Mildenhall Town.
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

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Council reserves the right to recall a grant if it is not used for the purposes or within the conditions stated.

7. 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.
8. Any relevant publicity material should acknowledge the support of Mildenhall High Town Council.
9. An article recognising the support of Mildenhall High Town Council must be provided on request for use for publicity purposed.
10. Mildenhall High Town Council members welcomes invitations 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 or a grant will not be granted in the proceeding year.
11. 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.
12. Failure to comply with any of the above criteria will lead to preclusion from consideration in future applications.

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