

Grants Policy

The South Woodham Ferrers Town Council Grant Fund is a small grants scheme funded by South Woodham Ferrers Town Council. Applications are invited from bodies which are within the administrative area covered by South Woodham Ferrers and are broadly representative of their local community or neighbourhood.

The grant can be used to:

- Create, procure or develop new community assets;
- Enhance existing community assets;
- Enhance/purchase equipment for community groups;
- Enhance or develop initiatives that strengthen a community;
- Help the Towns voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by the town's residents via the voluntary sector.

The Town Council has three grants schemes.

Small grants: For applications of up to £300 in value. These are considered by a panel consisting of the Town Clerk and the Town Mayor or, in their absence, the Deputy Town Mayor and may be submitted at any time.

Large grants: Applications are considered by the Town Council's Finance & Projects Committee. The Committee will review these applications twice a year in March and October. The timing of your application is important if working to specific times or deadline.

**Hall Hire/
Bandstand Hire:** For applications of up to £300 in value. These are considered by a panel consisting of the Town Clerk and the Town Mayor or, in their absence, the Deputy Town Mayor and may be submitted at any time.

This is a rolling programme and your application will be considered at the next Finance & Projects Committee meeting.

Who can apply?

Applications are invited from bodies which are within the administrative area covered by South Woodham Ferrers and are broadly representative of the local community e.g. local voluntary organisations, community groups and sports/recreational clubs based in the town that operate on a not-for-profit basis are eligible to apply. This included preschools,

youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs etc. This list is not exhaustive but all groups must be open to the whole community.

The grant fund has been designed to be as flexible and responsive as possible to the needs of the community. Applications will be judged on their merits and on **the evidence of strong community support and need**, so it is vital that you provide this information.

Any previous applications received will be considered in the decision-making process.

What will not be funded?

- Organisations or activities which do not substantially benefit the residents of the town;
- Organisations or activities which are primarily commercial in nature;
- Organisations which have a closed or restricted membership;
- Organisations who are raising money for a charity;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Loan repayment;
- Retrospective applications where the activity or project has already been carried out;
- Groups that are already receiving financial support directly or indirectly from the Town Council;
- Grants will normally only be made to small scale local projects not national or county appeals. However, this does not preclude local branches of national organisations from applying.
- Hall hire and facilities hire including the Bandstand.

Qualifying Criteria

- Applications must be able to provide evidence that the project meets a local need and that there is community support for the project;
- The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is to be spent;
- All projects must look to attract funding and should provide evidence with the application;
- Applicants must inform the Town Council if they are receiving any other financial contribution from a public body (including a local authority) towards the cost of a project;
- If the applicant is VAT registered then the application can only be made for the NET amount.

Conditions

- Where a grant is offered for a project still in the planning stages, the Town Council may commit funds payable when the project is underway. In this case the offer will apply for a limited period of up to twelve months; the project must commence within twelve

months of the offer of financial assistance being made. After this time the offer will have expired;

- Following award of the grant, payment of the funds from the Town Council must be completed within 12 months of the date of the award;
- There is no maximum figure set for grants awarded; however, there is a limit to the Council fund available;
- Applicants will be informed of the outcome of their application after the meeting of the Finance & Projects Committee;
- A report must be submitted to the Town Council after six months from the date of the grant approval providing an update on how the grant has been used. Failure to submit this report could jeopardize any future grant applications.

Grant Application Information

If you wish to apply for financial assistance from the Town Council please complete the Grants Application Form.

Please complete all sections of the form.

The Town Council will require the following information:

1) For all applications

- Full details of yourself/Organisation/Club;
- What are the aims/purpose of the Organisation/Club?
- Full details of who is involved and number of members;
- Details of all other Organisations/Clubs/Agencies that are working with you;
- Information on the benefits to South Woodham Ferrers residents;
- Information on how many South Woodham Ferrers residents will benefit;
- The actual amount of money requested from the Council;
- Where the rest of the money requested is to be obtained;
- Details of other organisations, clubs or other agencies approached for help;
- Details of previous applications you have applied for, or received, or any other grants and/or loans from the Town Council will form part of the report presented to the Committee;
- Any other relevant information.

2) For applications over £300

- A full set of last year's accounts relating to your Club/Organisation – unless you are a newly formed group;

- A budget breakdown for the project;
- Evidence that three estimates have been obtained for projects over £1,000.

You are encouraged to attend the Finance and Projects Committee meeting at which your application is considered. Councillors may also wish to ask you questions about the information you have provided.

The Grant application form, accounts and other information will be copied and provided in the public domain for the meeting of the Town Council's Finance & Projects Committee. Please ensure that the information provided is clear and legible.

Responsible Officer	Town Clerk	Date effective from	October 2025	Review date	October 2026
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Reviewed at Council 21/10/2025 C25-202