



Grant Policy

Introduction

Beaminster Town Council is committed to supporting local groups and initiatives to enhance the quality of life for its residents.

This Policy outlines the application process for those seeking financial assistance from the Town Council.

Funding would be awarded at the discretion of the Town Council in line with the policy.

Eligibility Criteria

Applicants for grants must fall into one of the following categories:

- a) **Community group or organization:** A group of individuals who come together with a common purpose for the betterment of the community.
- b) **Local charity:** A registered charity operating within the Beaminster Parish.
- c) **Non-profit organization:** An organization that operates for public or community benefit without generating a profit for its members.

Application Process

Applicants must complete the grant application form provided by Beaminster Town Council.

The application form should include the following information:

- **Contact details:** Name, address, phone number, and email address of the applicant.
- **Type of organisation:** Clearly state whether the applicant is a community group, local charity or non-profit organization.
- **Description of the organisation:** Provide an overview of the main activities of the organisation and what the funding is to for and what it seeks to achieve.
- **Project for which funding required:** Provide an overview of the project for which funding is required, specify the amount of grant sought and provide a detailed breakdown of how the funds will be used.
- **Need for funding:** Clearly demonstrate the need for financial assistance including audited accounts for the previous financial year and how the project would benefit the organisation and/or residents and visitors to Beaminster.

- **Timeline:** If applicable provide a timeline for the project or initiative, including start and end dates.
- **Supporting documents:** Attach any relevant supporting documents which might include project plans, business plan, registration documents, details of match funding or letters of support.

Submission of Applications

Applications should be submitted to Beaminster Town Council by the specified deadline of 30th September annually, late applications will not be considered. Applications can be submitted by email, mail, or in person to the office.

Evaluation and Award Process

All grant applications will be evaluated and grants awarded by the Finance & General Purposes Committee at its meeting held in the month of October annually.

The evaluation process will consider the following factors:

- **Application form:** the request for funding must be submitted on the application form provided, requests not submitted on the official form will not be considered.
- **Alignment with Town Council objectives:** The project or initiative should align with the Town Council's priorities and objectives to enhance the town and its facilities for the benefit of its residents and visitors.
- **Demonstrate need:** The applicant must clearly demonstrate the need for funding.
- **Budget and feasibility:** The amount requested should be reasonable, the project or initiative should be feasible and evidence of match funding included.
- **Impact and sustainability:** *The project or initiative should have a positive impact on the community and demonstrate long-term sustainability.*

Funding Decision

The Town Council will award grants based on the above criteria and within the approved financial budget. The decision of the Town Council regarding the award of grants will be final.

There will be no minimum or maximum amount for each applicant however, applicants are encouraged to specify an amount if applicable within their application.

Grant Agreement and Reporting

Successful applicants will be required to sign a grant agreement with Beaminster Town Council.

The agreement will outline the terms and conditions of the funding, including reporting requirements, project milestones, and financial accountability.

Grant recipients may be required to provide periodic progress reports and a final report upon completion of the project or initiative.

Transparency and Confidentiality

Beaminster Town Council will handle all grant applications and related information with utmost confidentiality. However, aggregated data and general information about the grants awarded may be shared for transparency and accountability purposes.

Council when considering application will bear in mind the public nature of council meetings and whether an application necessitates consideration within a confidential agenda item.

Applicants will be encouraged to attend such meetings to promote transparency.

Review and Revision

The Grant Policy will be reviewed annually by Beaminster Town Council to ensure its effectiveness and relevance.

Amendments to the policy may be made at the discretion of the Town Council.

Contact Information

For any questions or further information about the Grant Policy or application process, please contact Beaminster Town Council at the following address:

Beaminster Town Council
Public Hall
8 Fleet Street
Beaminster
Dorset DT8 3EF

Telephone: 01308 863634
townclerk@beaminster-tc.gov.uk

By adhering to this Grant policy, Beaminster Town Council aims to support and strengthen the local community by providing financial assistance to eligible organisations and individuals.