



# **COLEHILL TOWN COUNCIL**

## **GRANT AID POLICY – ADOPTED 9<sup>th</sup> December 2025**

### **1. Introductory Notes**

- 1.1 Colehill Town Council sets aside budget each year for grants to voluntary organisations. This policy explains how local voluntary organisations may obtain financial assistance from the Council.
- 1.2 Before you complete an application form on behalf of an organisation, check to see that the following conditions are met:
  1. The organisation is situated in the Dorset area and has a direct benefit to Colehill residents.
  2. Membership of the organisation is not restricted so as to disqualify unreasonably any person genuinely interested in its activities.
  3. The organisation is properly constituted with a Management Committee and Officer.
  4. The organisation keeps acceptable financial records which the Council can inspect.
  5. The organisation has not committed itself in advance by purchase, contract or other binding agreement to the project for which assistance is sought, unless prior consent in writing has been obtained from the Council.
  6. There is a real financial need for the grant.

### **2. Who Can Apply ?**

- 2.1 There are three main types of organisation eligible to apply for grant aid:
  1. Sports Clubs and Organisations – e.g. a basketball, netball, bowls, rugby or cycling club.
  2. Community and Cultural Groups – These are divided into three sections:
    - i. 'Cultural' such as dramatic societies, musical groups and art clubs.
    - ii. 'Festivals' – in art, music, drama, local history.
    - iii. 'Community Support' e.g. playgroups, over 60's clubs, community groups and self-help groups.
  3. Youth Organisations
- 2.2 It is not the Council's policy to contribute towards churches or religious groups.

### **3. How to Apply**

- 3.1 Requests for grants can be made at any time from 1st April to 31st January. The request will be considered at the next appropriate Council meeting and, if successful, payment will normally be made within 3 months of application.
- 3.2 If your organisation would like to apply for a grant please complete the an application form available on our website and email to Colehill Town Council: [clerk@colehill.gov.uk](mailto:clerk@colehill.gov.uk)
- 3.3 If you feel it would be helpful, you can make an appointment with the Chair of the meeting to discuss your application by telephoning 01202 880049.

### **4. Points to Note**

- 4.1 Requests for grants are considered according to certain criteria prior to any award being made. The factors which are taken into account include:
  - Whether your funds are sufficient to cover the costs not met by the grant.
  - We encourage applicants to consider other sources of funding, and not to necessarily expect us to fund the entirety of a project.
  - Whether the activity would cease to function without a grant.
  - Whether a grant would help more people participate in your organisation's activities.
- 4.2 Only one grant will normally be awarded per applicant in a financial year, unless there are exceptional circumstances which will then need to go to full council for consideration.
- 4.3 Any amounts exceeding our annual grant budget will only be approved in exceptional circumstances, and will require full council approval.
- 4.4 Grant recipients must acknowledge the council's financial support in any press releases and publicity connected with the project/service.
- 4.5 Applicants are required to provide a short verbal report at the Annual Town Meeting outlining how they've used the money and the benefits achieved.
- 4.6 If an applicant has received funding previously then we must be satisfied the project/service has been delivered to a satisfactory level and they have provided us with a grant report at our Annual Town Meeting.
- 4.7 Applicants must provide the following four documents with their application:
  - A copy of your organisation's constitution.
  - A copy of your most recent audited accounts.
  - Any letters of confirmation or other grants/loans secured.
  - Business plan for the future operation of your club/organisation.Further information may be requested at our discretion.

- 4.8 It may also be useful to note some examples of why a grant could be refused:
- No clear evidence that, or how, a new project would benefit parishioners.
  - It was unclear how the grant would be spent and how it would benefit parishioners.
  - The four documents listed on page four of the application were not provided.

### Version History

Date	Summary of Changes
10/12/24	New policy based on our previous Grant Aid instructions
9/12/25	Section 4 expanded to strengthen our policy, Council name change

This Policy will be reviewed annually, next review due December 2026.