



LEDBURY TOWN COUNCIL

GRANTS POLICY

- 1) The sum set aside each financial year for donations, is to be recommended annually by the Finance, Policy & General Purposes Committee and agreed annually at the Full Council meeting in which the precept is resolved.
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All grant applications must be agreed at a meeting of Full Council by way of recommendation from the Finance, Policy & General Committee.
- 4) Ledbury Town Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.
- 5) Each application must be accompanied by the required supporting documents.

GRANTS CONDITIONS

- 1) Grants will not be:
 - a. awarded to individuals.
 - b. made retrospectively.
 - c. awarded to fund activities of a political nature.
 - d. awarded to organisations that make, or attempt to make, profit for the benefit of their members or owners.
- 2) All applicants receiving a grant will be requested to provide an End of Project Report within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).
- 3) All grants are awarded at the Town Council's discretion. Ledbury Town Council's decision is final and there is no right of appeal.
- 4) Successful grant recipients will be asked to attend the Town Council offices to receive their grant and to consent to a photograph to be used as part of a press release publicising the award.

- 5) The Council reserves the right to recall any grant given to an organisation which ceases to operate during the council's financial year in which the grant has been given.
- 6) The Council will take action and will terminate the grant if evidence is presented of dishonesty or negligence on the part of the recipient which could bring the Council into disrepute.
- 7) Application timescales:
 - a. Multi-year applications must be received before 1-Sept of the year before the grant is requested to start.
 - b. Over £500 applications must be received before 1-Sept or 1-Feb of the year in which the grant is requested.

Under £500 applications can be submitted at any time of the year.