

ELLESMERE TOWN COUNCIL



GRANTS POLICY

This policy was adopted by Ellesmere Town Council on Monday 5th December 2022.

Reviewed: 1st December 2025.

Date of next review: 7th December 2026.

GRANTS POLICY

Introduction

- 1.1 Ellesmere Town Council is committed to support initiatives in the local community and to help create opportunities for the residents of Ellesmere that are not, as a matter of course, funded by ETC. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Ellesmere. All applications must clearly demonstrate how this will be achieved.
- 1.2 As a Town Council, Ellesmere has statutory powers to make grants to local charities and groups. The purpose of such grants is to provide financial support to the wide range of organisations providing or developing services or activities around the Town.
- 1.3 Over the years many groups have benefited from the Council's grant scheme. This has enabled social, educational and leisure opportunities for the community that might not otherwise have been available to local people.
- 1.4 Ellesmere Town council will set a yearly budget for grants during its annual budget-setting activities, prior to the commencement of each financial year. Currently this is £6,000 (2023/24). **Grants will be made quarterly throughout the year.**
- 1.5 The Council understands that it is responsible for public funds and the distribution of these funds needs to be properly managed. The awarding of grants is taken very seriously by the Council, and each application will be carefully reviewed before a decision is made.
- 1.6 This policy relates to the giving of awards under the Council's Grant Scheme and is not applicable to other forms of financial support which may be given.

Conditions for Grant Applications

- 2.1 Grant application forms are available from the Clerk or from the Town Council website. www.ellesmere-tc.gov.uk.
- 2.2 Grant applications cannot be made retrospectively.
- 2.3 The size of any grant awarded is at the sole discretion of ETC.
- 2.4 It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 2.5 Applications will be considered for both day-to-day running expenses and individual projects, please note the Town Council is not permitted to make payments to individuals.
- 2.6 Any grant must only be used for the purpose described in the application form and for which it was awarded, unless the written approval of ETC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to ETC by the end of the financial year in which it was awarded.
- 2.7 The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient. ETC reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 2.8 Applications WILL NOT be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e. local groups who's fund raising is sent to their central HQ for redistribution.
- National Charities.

- 2.9 Applications from religious groups will ONLY be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 2.10 ETC will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- 2.11 Applications from education, health or social service establishments will be considered where the organisation can demonstrate benefits to the wider community.
- 2.12 **Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required.**