



Grant Awarding Policy

1.0 General Information for Applicants

- 1.1 Beccles Town Council has statutory powers to make funds available to local organisations for the overall benefit of Beccles and its residents. These provide an option (not an obligation) to make grants and Beccles Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.
- 1.2 In addition to outlining Beccles Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.
- 1.3 It is Beccles Town Council's intention to support initiatives from local community groups and organisations (and to eligible individuals regarding visits to the Rix Collection – see 2.1 below) and it has set an annual budget for this. Applications will be considered monthly by the Finance & Governance Committee and a recommendation made to full council. The annual budget set is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.
- 1.4 The size of any grant awarded is at the discretion of the Town Council but would not normally exceed £1,000 in any one application. Any grant awarded may not be the amount requested in the application.
- 1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

2.0 Who is Eligible?

- 2.1 The following organisations are eligible to apply:
- Beccles-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Beccles community.
 - Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Beccles community.

In addition, the grants' fund will also be used to support applications from both organisations and from individuals in the Parish of Beccles towards travel costs to view the records of The Rix Collection of local history materials, which are held at the Suffolk Archives' building in Ipswich. An individual or organisation needs to be able to demonstrate an educational or research interest to be considered for funding for such a visit, as well as a need to view the original documents, as a digital copy is available of the whole collection at Beccles Museum.

3.0 Who is not Eligible?

- 3.1 Applications will normally be rejected:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.



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- b. From individuals (except for visits to the Rix Collection, see above), private businesses and “for profit” commercial organisations or for projects which improve or benefit privately owned land or property.
- c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Beccles residents.
- d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.

4.0 What Can Be Funded?

4.1 It is expected that the project will:

- a. In some significant way make Beccles a better place to live, work or play.
- b. Provide a long lasting and sustainable benefit to all or part of Beccles.
- c. Improve the social, environmental and/or economic profile of Beccles
- d. Add value and help make projects self-sustaining

5.0 What Is Unlikely to be Funded?

5.1 It is unlikely that projects will be considered where:

- a. They simply replace existing facilities with no significant improvement.
- b. There is no clear business or project plan.
- c. On larger budget projects with a budget of more than £2,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
- d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- e. Expenditure on general business overheads (running costs).
- f. An organisation has previously received a grant from the Town Council in the last three years period, but this is at the discretion of the Town Council's Grants Committee. Exceptional circumstances need to exist for this rule to be exceeded.

6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

- a. Beccles Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
- b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
- c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
- d. The outcome and impact of the grant must be reported to the Council within a year of the grant being made. By the end of this twelve-month period, the applicant is required to send evidence (such as a copy of an invoice or bank statement) to prove completion of the project or activity. An organisation or individual, who has received funding and subsequently fails to complete the project or activity for which the grant was made, or to meet any conditions imposed, shall return all monies received to Beccles Town Council.
In addition, where a grant was for £2,000 or more, a written report is required from the applicant within twelve months of the grant award outlining how the grant has been spent, in order to fulfil Council's statutory responsibilities.

7.0 What factors will be considered as part of the decision making?

Approved: 7th March 2023. Amended: March 2025.

Review date: March 2027.



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7.1 The following are among those matters which are likely to be considered:

- a. General eligibility (see sections 2 and 3 above)
- b. Organisational credibility
- c. Impact on identified local need
- d. Community support
- e. Value for money
- f. Any match-funding and other efforts to self-fund the project
- g. Social, environmental or economic impact
- h. Community involvement
- i. Likely effectiveness
- j. Soundness of the business or project plan
- k. Added value and sustainability
- l. Evidence that goods or services will be procured from Beccles based businesses wherever possible.

7.2 All applications must be accompanied by the last two years' audited accounts and supporting documentation, such as a quotation or estimate with a specific requirement of the project or activity.

7.3 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

- a. How the club has used its income from the preceding year to increase its membership?
- b. How the club has used its income from the preceding year to make improvements to its facilities?
- c. How the club has maintained its facilities?

8.0 When Will Decisions Be Made?

8.1 Applications will be considered monthly by the Finance & Governance Committee and a recommendation made to full council. Please refer to Beccles Town Council's website (www.becclestowncouncil.gov.uk) for the meeting schedules or contact the office on 01502 712109 or email admin@becclestowncouncil.gov.uk for details.