



# YOUTH GRANT AWARDING POLICY

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Community Committee

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## Introduction to Policy

A youth grant is any payment made by Faversham Town Council to be used by an organisation for a specific purpose that will benefit the youth of our town. The Council awards grants, at its discretion, to town youth organisations which can demonstrate a clear need for financial support to benefit the youth by:

- providing a service
- enhancing the quality of life
- improving recreation and/or sports

The Council is committed to supporting and helping local community groups improve the quality of life for young people and will do this by providing grants. The Council's Youth Grants Awarding Policy aims to ensure that all grant applications are treated equally and grants awarded provide value for.

## Principles

Grants will be awarded based on the following principles:

- Assistance will be given on the basis of need, merit and contribution to the youth of the community.
- Grants will only be given to non-profit making organisations.
- An individual may not receive a grant, although a club or association can apply.
- Applications are welcomed from community groups, social enterprises, trusts and charities.
- Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help bring a maximum amount of external investment into the town.
- Should the grant fund the purchase of an asset or service, which could be used by other community groups when not required, the applicant is encouraged to share the benefit.
- Applicants must clearly show how the grant will benefit the youth living in Faversham.
- Any grant awarded will be subject to ongoing monitoring and evaluation.
- Youth organisations should not make a presumption that funding will continue on a year-to-year basis.

## The Process

To apply for a grant you must be a charity, community group or local voluntary organisation operating or providing a service to the youth communities in Faversham.

- All funding requests must be made using Faversham Town Council's grant application form
- All application forms must be fully completed and signed. Regrettably the Council will be unable to consider incomplete or unsigned applications.
- All applications must also include your last set of annual accounts. Should you not be able to provide this information, you will need to tell us why.

All applications will be scrutinised by the Youth Working Group and will only be put forward to the Community Committee for consideration upon their endorsement.

Faversham Town Council uses the following criteria to decide on grant applications:

- Adherence to the grants policy process;
- Evidence of match-funding;
- Level of benefit to the youth of Faversham;
- The difference the project will make to the lives of the youth of Faversham.
- Evidence of a well-managed group, including previous experience;
- Financial viability and sustainability of the project;
- Evidence that funding has been sought from other sources, including your own fundraising;

The Council reserves the right to award less than the amount requested or to reject an application.

### What will not be funded:

- Organisations that do not provide a service to the youth in the Faversham
- Individuals
- General/national appeals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Retrospective projects that have already started or taken place before an application is decided
- Normal repairs or maintenance
- Normal operating costs of an organisation eg. wages, rents, stock etc
- Organisations that have a closed or restricted membership.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

Awards will be at the discretion of the Council and all decisions are final.

## Monitoring and reporting requirements

All successful applicants will be expected to provide written evidence of how the money has been spent and the benefit it has brought to people living in the town. This information should be provided within one month of the end of an event/project or by the 1st March each year so that it can be reported at the Annual Town Meeting.

## Grant conditions

All Youth grants awarded by Faversham Town Council are subject to the following conditions:

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for that specified purpose.
- Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- The Council may ask for all or part of the monies to be paid back in the event of the project not being completed within 12 months.
- Organisations must have a bank account into which grants can be paid; payments cannot be made to private individuals.
- An organisation can only apply for a Youth Grant up to the maximum of £4,000 in any one financial year, although it may be made up of a number of smaller applications.

Faversham Town Council may also attach additional grant conditions to funding which will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

All applications will be scrutinized by the Youth Working Group and will only be put forward for consideration upon their endorsement.