



GRANT POLICY

1. Purpose

Diss Town Council recognises the valuable contribution made by voluntary, community and not-for-profit organisations to the wellbeing of the town and its residents.

The Council may provide grants to support projects, activities and initiatives that deliver a clear benefit to the people of Diss.

Grants are awarded at the Council's discretion and are subject to the availability of budgeted funds.

The Council may award grants using powers available to it under the Local Government Act 1972 and, where applicable, the General Power of Competence. The purpose of this policy is to provide a fair, transparent and consistent framework for the consideration and award of grants.

2. Types of Grant

The Council operates two grant schemes:

Small Community Grants

For applications of up to **£1,000**.

A simplified application process applies.

Standard Community Grants

For applications over **£1,000**.

A more comprehensive application process applies, and additional supporting information may be required.

3. Eligibility

Applications will normally be accepted from:

- Registered charities
- Community groups
- Voluntary organisations
- Community interest organisations
- Sports, arts and cultural organisations
- Other not-for-profit organisations

Applicants should normally operate within Diss or be able to demonstrate a significant benefit to the residents of Diss. Applications from organisations based outside the town may be considered where a clear benefit to Diss residents can be demonstrated.

4. What the Council May Fund

The Council will consider applications for projects or activities that benefit the residents of Diss including:

- Community projects and activities
- Equipment and facilities
- Environmental improvements
- Community events
- Cultural, recreational and sporting initiatives
- Projects that improve community wellbeing

Applications from schools and educational establishments will be considered on their individual merits. The Council will not normally fund expenditure that would ordinarily be met through statutory education funding.

5. What the Council Will Not Normally Fund

The Council will not normally fund:

- Political activities or organisations
- Private businesses operating for profit
- Projects or activities that have already started or where expenditure has already been incurred
- General donations to individuals
- Activities that should ordinarily be funded through statutory services
- Projects that would be contrary to equality legislation
- Routine operating costs, including salaries, rent, utilities and insurance, unless exceptional circumstances can be demonstrated

The Council reserves the right to refuse any application that it considers falls outside the purpose of the grant scheme.

6. Application Process

Applications must be made using the appropriate Diss Town Council grant application form.

Applicants must provide all information reasonably requested by the Council in support of their application.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

Incomplete applications may be deferred until the required information has been provided.

7. Assessment Criteria

Applications will be assessed taking into account:

- Benefit to the residents of Diss
- Number of people likely to benefit
- Value for money
- Demonstrated need
- Availability of alternative funding
- The level of unrestricted reserves held by the applicant organisation and the extent to which those reserves may reasonably be available to support the proposed project or activity
- Deliverability of the project
- Any previous grants awarded by the Council
- Availability of Council funds

The Council may request financial information to support its assessment of an applicant's financial position and funding requirements.

The Council reserves the right to award all, part or none of any amount requested.

8. Decision Making

Applications will be reviewed initially by a panel of councillors with a recommendation to Full Council.

The decision of Full Council shall be final.

9. Conditions of Award

Successful applicants must:

- Use the grant solely for the purpose stated in the application.
- Notify the Council of any significant changes affecting the project or activity.
- Provide monitoring information or evidence of expenditure when reasonably requested.
- Acknowledge support from Diss Town Council where appropriate.

The Council reserves the right to request repayment of all or part of a grant where funding has not been used for the approved purpose or where grant conditions have not been met.

10. Monitoring

Grant recipients may be required to provide information demonstrating how the grant has been used and the outcomes achieved.

The level of monitoring required will be proportionate to the value and nature of the grant awarded.

Failure to provide reasonable monitoring information may be taken into account when considering future grant applications.

11. Review

This policy shall be reviewed every four years or sooner if required by changes in legislation, local circumstances or Council decisions.

Approved by: Full Council

Date Approved: [Insert Date]

Minute Reference: [Insert Minute Reference]

Next Review Date: July 2030

SMALL COMMUNITY GRANT APPLICATION FORM

For grant applications of up to £1,000

This form should be used by community groups, voluntary organisations, charities and other not-for-profit organisations applying for a grant of up to £1,000 from Diss Town Council.

Applicants should read the Council's Grant Policy before completing this form.

Grants are awarded at the discretion of Diss Town Council and are subject to the availability of funds. Applications will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

[Insert details]

Organisation address:

[Insert details]

Website or social media page, if applicable:

[Insert details]

Name of main contact:

[Insert details]

Position in organisation:

[Insert details]

Telephone number:

[Insert details]

Email address:

[Insert details]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☐ Registered charity
- ☐ Community group

- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation
- ☐ Other not-for-profit organisation
- ☐ Other — please state: [Insert details]

Charity number, if applicable:

[Insert details]

Please briefly describe your organisation, its aims and main activities.

[Insert details]

Does your organisation have a bank account in the organisation's name?

- ☐ Yes
- ☐ No

If no, please explain how any grant funding would be received, held and managed on behalf of the organisation:

3. Project Details

What are you applying for?

Please describe the project, activity or item for which funding is requested.

[Insert details]

How will this benefit the residents of Diss?

Please explain who will benefit and what difference the funding will make.

[Insert details]

Where will the project or activity take place?

[Insert details]

When will the project or activity take place?

[Insert details]

Approximately how many people are expected to benefit?

- ☐ Up to 10
- ☐ 11–25
- ☐ 26–50
- ☐ 51–100
- ☐ More than 100

4. Funding Request

How much funding are you requesting from Diss Town Council?

£[Insert amount]

What is the total cost of the project or activity?

£[Insert amount]

Please provide a simple breakdown of costs:

Item or activity	Cost
[Insert details]	£[Insert amount]
[Insert details]	£[Insert amount]
[Insert details]	£[Insert amount]
Total	£[Insert amount]

Have you applied for, or received, funding from any other source for this project or activity?

☐ Yes

☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☐ Yes

☐ No

If yes, please provide details:

[Insert details]

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

[Insert details]

5. Supporting Information

Please provide the following where available:

- ☐ Evidence of the proposed expenditure (e.g. quotation, estimate or simple budget)
- ☐ Evidence of other funding, if applicable
- ☐ Any supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

6. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

7. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above.
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[Insert details]

Position in organisation:

[Insert details]

Signature:

[Insert details]

Date:

[Insert details]

8. Submission

Please return the completed form to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

STANDARD COMMUNITY GRANT APPLICATION FORM

For grant applications over £1,000

Applicants should read the Diss Town Council Grant Policy before completing this form.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

1. Applicant Details

Name of organisation:

[Insert details]

Organisation address:

[Insert details]

Website or social media page, if applicable:

[Insert details]

Name of main contact:

[Insert details]

Position in organisation:

[Insert details]

Telephone number:

[Insert details]

Email address:

[Insert details]

2. About Your Organisation

Type of organisation:

Please tick all that apply:

- ☐ Registered charity
- ☐ Community group
- ☐ Voluntary organisation
- ☐ Sports, arts or cultural organisation
- ☐ Community interest organisation

- ☐ Other not-for-profit organisation
☐ Other — please state: [Insert details]

Charity number, if applicable:

[Insert details]

Company number, if applicable:

[Insert details]

Year established:

[Insert details]

Please briefly describe your organisation, its aims and main activities.

[Insert details]

Approximately how many people are involved in running the organisation?

[Insert details]

Approximately how many people currently benefit from your activities?

[Insert details]

3. Project Details

Project title:

[Insert details]

Amount requested from Diss Town Council:

£[Insert amount]

Total project cost:

£[Insert amount]

Project start date:

[Insert details]

Project completion date:

[Insert details]

Please describe the project or activity for which funding is requested.

[Insert details]

4. Community Benefit

Who will benefit from the project?

[Insert details]

How will the project benefit the residents of Diss?

[Insert details]

Approximately how many people will benefit?

- ☐ Under 25
 - ☐ 25–50
 - ☐ 51–100
 - ☐ 101–250
 - ☐ More than 250
-

5. Funding and Budget

Please provide a breakdown of project costs.

Item	Cost
	£
	£
	£
	£
	£
Total Project Cost	
	£

Have you applied for, or received, funding from any other source for this project or activity?

- ☐ Yes
- ☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☐ Yes

☐ No

If yes, please provide details:

[Insert details]

6. Financial Position

Please state the value of your organisation's unrestricted reserves.

£[Insert amount]

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

[Insert details]

Please provide a summary of your current financial position.

[Insert details]

7. Governance and Compliance

Please confirm that your organisation has:

Requirement	Yes	No
Constitution or governing document	☐	☐
Committee or management structure	☐	☐
Bank account in organisation name	☐	☐
Public liability insurance (where applicable)	☐	☐
Safeguarding arrangements (where applicable)	☐	☐
Risk assessment for the project (where applicable)	☐	☐

8. Supporting Documents

Please provide:

- ☐ Most recent accounts or financial statement
- ☐ Latest bank statement
- ☐ Constitution or governing document
- ☐ Budget breakdown
- ☐ Evidence of the proposed expenditure (e.g. quotations, estimates or project budget)
- ☐ Evidence of other funding applications (if applicable)
- ☐ Any other supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

9. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

10. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:

[Insert details]

Signature:

[Insert details]

Date:

[Insert details]

Submission

Please return completed applications to:

The Town Clerk

Diss Town Council

11–12 Market Hill

Diss

Norfolk

IP22 4JZ

Email: towncouncil@diss.gov.uk

Office Use Only

Date received:

[Insert details]

Application complete:

- ☐ Yes
- ☐ No

Additional information requested:

- ☐ Yes
- ☐ No

Panel review date:

[Insert details]

Full Council meeting date:

[Insert details]

Decision:

- ☐ Approved
- ☐ Approved in part
- ☐ Refused
- ☐ Deferred

Amount awarded:

£[Insert amount]

Minute reference:

[Insert details]

Monitoring required:

- ☐ Yes
- ☐ No

Notes:

[Insert details]