



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: 29th July 2026

Minute Reference: FC0726/09

Next Review Date: July 2030