

Dover Town Council

Ward Councillors Grant Scheme: Guidelines

The Ward Councillor Grant Scheme encourages local community organisations to apply for funding from the Town Council for small projects to benefit people in their Town Council Ward in accordance Town Council policies and Ambition Plan. Each year every Councillor is allocated funds from the Town Council budget for these projects. Councillors are the primary contact for those seeking a grant and will liaise with and assist them to make their application. These Guidelines are aimed at Councillors but will be useful for applicants also.

The Town Council aims to make the application procedure as simple and efficient as possible.

1	<p>Ward Councillors must discuss potential applications fully with organisations. Application forms are available on the Town Council website www.dovertowncouncil.gov.uk or if necessary from the Town Council offices</p> <p>There are 2 forms:</p> <ul style="list-style-type: none">- One for grants up to £250- One for grants over £250 <p>The application form and other required information ensures that the Town Council can evidence that public money has been properly expended. Applications may be returned if the forms are not completed correctly and the specified information not included in the application.</p>
2	<p>Applications are welcome for projects, items and events that will benefit people in the ward and represent good value for money.</p> <p>A Town Councillor cannot give grants for anything political or religious or for anything which is not allowed in law.</p> <p>Town Councillors cannot give grants if s/he would need to make a declaration of interest at a Town Council meeting where s/he or a connected person (such as a family member, friend or business partner) is an employee, committee member, trustee or is otherwise closely involved in the organisation. In that case another Councillor in the ward may be asked to consider the application.</p>
3	<p>Ward Councillors can combine their grant funds to support projects. In that case only one grant form should be completed. Councillors are expected to work with other Councillors in their ward to ensure that all ward councillors are fully aware of applications and there is a co-ordinated approach to funding.</p> <p>The Ward Councillor Grant Scheme is aimed at small but locally significant projects in the Ward in accordance with Town Council policies and Ambition Plan. It is not intended to replace or be an alternative to proper consideration and decisions on grant funding for larger projects by Town Council Committees through the appropriate Committee.</p> <p>In normal circumstances Ward Councillor grants to a single organisation or project should not exceed £1000 and involve no more than four Councillors.</p>

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	<p>Correctly completed applications for Ward Councillor grants should be received by the Secretary to the Council at any time up to 15th March in each year.</p> <p>Unspent Councillor Ward Grants cannot be rolled over to the next year. An opportunity will be provided to fund applicant organisations that have approached the Town Council during the year with unspent Ward Grant budget.</p>
4	Where there is a vacancy in the Ward or a Councillor is given leave of absence any unspent grant may be made available to other Councillors in the relevant ward.
5	The Grant form must be accurately completed. Councillors who are supporting the application must do so in writing and state the amount of their grant budget to be allocated to the project. Councillors may sign the form, write to the Town Clerk or send an e-mail. When the form is complete it must be sent to The Town Clerk, Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW.
6	The Secretary to the Council will let the applicant know as soon as possible whether the application has been successful. Under normal circumstances grants can be processed within fourteen working days.
7	If the organisation does not spend the money on the project, item or event as detailed in the application they may be required to pay back the money.
8	Ward Councillor Grants spent and unspent are reported to the Town Council and available to the General Public.
8	The Town Clerk is happy to give advice on any matter. Please contact her to discuss the application as early as possible.

Adopted at Town Council meeting held on 21 October 2015 – Minute No. 192b