



DOVER TOWN COUNCIL



Guidelines for the Approval and Distribution of Committee Grants

Adopted at the Finance & General Purposes Committee meeting on the 13th July 2011, Minute No: 95

1. Dover Town Council will consider applications for financial assistance from: -
 - (a) clubs and societies;
 - (b) voluntary bodies and associations;
 - (c) non-profit making organisations;
 - (d) charitable bodies
2. In order to qualify for assistance, applications must demonstrate a direct benefit to the Dover Town area, or any part of it, or to all or some of its residents. In addition, the direct benefit(s) for the Town must be good value for the grant given. Local groups that are affiliated to regional or national organisations will qualify PROVIDED the local group functions substantially as an independent financial unit.
3. Applications must be made using the Council's Grant application forms, and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's appropriate Committee, providing the application is received at the Town Council Offices, Maison Dieu House, Biggin Street, Dover, CT16 1DW, at least **14 days before the relevant meeting**.
5. Applicants should normally apply for only one grant during a financial year (1 April to 31 March).
6. In the case of a successful application, the financial assistance must be taken up during the financial year (1 April to 31 March) in which the Committee approves the application. Applicants will be required to complete a form confirming that the funding has been used for the purpose requested within 1 month of the project or event being completed and providing information for the evaluation of the project/event by the Town Council. Failure to return this form is likely to preclude the applicant from being considered for a Town Council grant in the future.
7. The Town Council might refer applications to other bodies as appropriate.
8. Committee meetings are open to the public and representatives of applicant organisations requesting more than £1,000 will normally be required by the Chairman of the Committee to speak in support of their application and answer questions put to them by Committee members. You should advise the Town Clerk in advance who the representative will be.
9. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.

10. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment and this can be evidenced.
11. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
12. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
13. Grants will not be given for specifically religious or party political purposes.
14. Grants will not normally be given to profit making organisations with unallocated reserves.
15. Grants will not normally be given to individuals.
16. Grants will not normally be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.