

# Dover Town Council

## Ward Councillors Grant Scheme: Guidelines

*(Adopted by Dover Town Council on 27 March 2019 – Minute No. 322b and to be used in conjunction with Committee Grant Guidelines also adopted 27 March 2019 Minute No. 322b)*

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 Councillor grant and will liaise with and assist applicants. 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 and be able to explain to fellow Councillors and members of the Public how their grant has benefited those living in their ward. Application forms are available on the Town Council website <a href="http://www.dovertowncouncil.gov.uk">www.dovertowncouncil.gov.uk</a> or, if necessary, from the Town Council offices</p> <p>There are 2 forms:</p> <ul style="list-style-type: none"> <li>• grants up to £250</li> <li>• grants over £250</li> </ul> <p>The application form and other required information ensures that the Town Council can evidence that public money has been properly expended. Applications will be returned to the applicant if the forms are not completed correctly and the required information is not attached to the application.</p>
2	<p>Applications must represent good value for money and clearly benefit the ward.</p> <ul style="list-style-type: none"> <li>• Profit making limited companies with shareholders, individual persons and non-incorporated private businesses are not eligible for grants. Grants cannot be given for anything political or religious or for anything which is not lawful.</li> <li>• Town Councillors must not give grants if:             <ul style="list-style-type: none"> <li>(a) There is a personal benefit or they would need to make a declaration of interest at a Town Council meeting</li> <li>(b) They or a connected person (such as a family member, friend or business partner) is a committee member, trustee, employee of the organisation or is otherwise closely involved in the organisation.</li> </ul> </li> </ul>
3	<p>Ward Councillors can combine their grant funds to support projects. In this case one combined 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 very small projects of no more than £999. Projects of a total value of £1,000+ should apply for a Committee Grant. No more than 4 Councillors can give a grant to the same project. It must not be used to circumvent, replace or be an alternative to proper consideration and decisions on grant funding by Town Council Committees through the appropriate process. Applications for grants may be made either for Committee Grants or Councillor Ward Grants but not both.</p> <p>Councillors will support a variety of projects to meet needs in their ward. Councillors cannot commit all (or nearly all) their grant budget to one project or fund the same project each year.</p> <p>Grants cannot be used to fund cash prizes or for any other similar purpose.</p> <p>Grants will not be paid where the purpose is the responsibility of a statutory body or is normally funded by another organisation.</p> <p>Grants will not be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.</p> <p>Correctly completed applications for Ward Councillor grants must be received by the Secretary to the Council at any time up to 14<sup>th</sup> February in each year.</p> <p>Unspent Councillor Ward Grants cannot be rolled over to the next year. An opportunity may be provided to use unspent grants to fund organisations that have approached the Town Council concerning their work/activities.</p>
4	<p>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.</p>
5	<p>The Grant form must be truthfully and fully completed. Councillors who are supporting the application must do so in writing and clearly indicate the amount of their grant budget to be given to the project. Councillors must sign the form before it is sent to the office. When the form is complete it must be sent to The Secretary to the Council, Dover Town Council, Maison Dieu House, Biggin Street, Dover, Kent CT16 1DW.</p>
6	<p>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.</p>
7	<p>If the organisation does not spend the money on the project, item or event as detailed in the application they will be required to pay back the money.</p>
8	<p>Details of all Ward Councillor Grants are published on-line and available to the General Public.</p>
9	<p>The Town Clerk will give advice on any matter. Please contact her to discuss the application as early as possible.</p>