



DOVER TOWN COUNCIL

Grant Awarding

Policy & Procedure

2026 Version

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Introduction

Dover Town Council recognises the hard work of many organisations that help improve and enrich the town community. The Council has powers to award grants to such local organisations to support them in their work and will allocate sums to provide assistance in the form of grants. In doing so, the Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

Purpose

The Council recognises that local organisations deliver projects and events that benefit the Dover town community. (*Defined as having a CT16 + CT17 postcode*) Examples are local community events and activities that meet local people's needs and help to enrich the cultural, social, and environmental life in the area. The Council understands that, in many cases, local organisations have limited resources and rely on fund raising and donations to deliver activities. Grant funding helps to recognise the value of one-off community activities or purchases and enable them to take place.

Definition

A GRANT is any payment made by Dover Town Council to be used by an organisation for an activity or service (*not directly controlled or administered by the Council*) in the furtherance of the well-being of the local town community.

What does this policy include?

The scope of this policy includes supporting a broad range of activities, projects and events such as an open day, professional costs, or equipment for a community group.

Detailed eligibility requirements are set out below.

The Council welcomes applications from organisations which help meet two of the Council priorities.

1. Helping to make Dover a welcoming, safe, sustainable, and well cared for town.
2. Engagement with community stakeholders to provide targeted support for its residents and businesses.

What are the Council's criteria?

Dover Town Council considers applications for micro-grants of up to £500 against the following criteria:

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- meeting the Council's purposes as set out above and priorities as identified in the Dover Place Plan
- the organisation applying is a charity, voluntary organisation, or not for profit organisation.

- how the organisation complies with the Equalities Act 2010.
- how local people in the CT16 + CT17 post-code area benefit from the grant.
- evidence of a bank account in the name of the organisation.

In addition, Dover Town Council sets aside in its annual budget a sum as resolved by Council, called an "Access Reserve." This is for local people to be able to benefit from, and have access to, community facilities, such as the Maison Dieu Town Hall.

Funding or assistance in excess of £500 can be provided from this reserve and applicants are considered on a case-by-case basis. The amount of grant funding or free use is commensurate with the benefit provided to the Dover community.

What this policy does not include

The scope of this policy does not include:

- commercial enterprises which aim to generate a profit
- organisations whose sole aim is to promote a political belief.
- Faith based activities.
- any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010.
- costs that can be recovered, for example VAT.
- Projects completed before any application has been considered.
- branches of an organisation that could be funded by their main organisation.
- applications from individuals except in certain circumstances
- repayment of loans

Eligibility requirements

Eligible organisations should be:

- be constituted voluntary organisations and not for profit organisations, which are financially viable with their own bank account.
- be locally based or funds are kept locally.

Procedure

MICRO-GRANT FUNDING

Organisations must apply using the Council's official application form, [Grants - Dover Town Council](#) and apply preferably on-line, or by post or e-mail. They must seek support from two Councillors, who will endorse their application.

ACCESS RESERVE GRANTS

Organisations must apply in writing or by e-mail to the Council Secretary – Dover Town Council, Council Offices, Maison Dieu House, Biggin Street, Dover, Kent, CT16 1DW OR council@dovertowncouncil.gov.uk

They will need to provide as much information as possible regarding the benefit to local residents.

The Town Clerk will assess each application on its own merit and liaise with the Chair of the relevant Council committee, as necessary.

Eligible organisations applying should note that:

- applications can be submitted at any time in the year.
- if awarded, organisations will be required to confirm acceptance of the funding offer for a specified period and purpose.
- successful applicants may be required to provide documentary evidence relating how the grant was spent and the benefits accrued.
- Any grant amount not spent within the prescribed period will be repayable upon request.
- Grant funds can only be used for the purpose stated in the application. If an organisation wishes to vary how the grant funding is spent, they must seek approval in writing from the Council.
- Organisations are responsible for ensuring they comply with all applicable statutory and other legal requirements.

If you are successful.....

Please note that the Councillors that supported your application, or other council representatives may request to visit your project to look at how funds have been spent and how Dover has benefitted.