

Norton on Derwent Town Council

Grant Awarding Policy

Adopted March 2015

Please be aware that the Town Council budget for grant allocation will be set at the beginning of the financial year and will be shared amongst the Norton on Derwent Community.

1. Groups within the town and parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The Council will consider supporting both capital and revenue projects the organisation is undertaking.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply accompanying documentation as detailed on the application form.
 - a. A copy of the most recent audited accounts.
 - b. Quotes for capital items and works over £500
 - c. For larger grants (applications over £2,500) a three year business plan will be required.
5. Grants may only be awarded to a group once per year. Unsuccessful applicants are encouraged to review their proposals and submit revised applications to the council.
6. All applications will be considered with regard to the financial stability of the groups and be judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
7. Where possible groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
8. Retrospective applications (ie for projects already completed) will not be allowed.
9. Where partnership funding is being sourced, the council may consider awarding a grant but may choose not to release it until the partnership funding has been secured.
10. Should the entire grant not be used for the purpose specified then the balance should be returned to the Council.
11. To attend or send report for the Annual Town Meeting in May the following year. This will be to let council know how the funds helped the project.
12. By signing and returning the Application Form the signatory is agreeing to the above policy.

Reviewed 15th June 2026, minute 031/26

Next Review August 2028.