

46 – 48 Market Street
Carnforth
LA5 9LB
Tel: 07846 256 006
Email: clerk@carnforthtowncouncil.org



Carnforth Town Council - Grant Criteria

Carnforth Town Council operates a community grant scheme alongside specified criteria to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents in the future.

The Council therefore encourages applications from local community-based not-for-profit or charitable organisations including voluntary groups, societies, clubs (including sports clubs and youth clubs), playgroups, and schools (for activities such as educational trips or special events not on the normal curriculum) to name a few.

1. General Criteria

- a) Each application is to be considered on its own merit.
- b) The value of each grant will be at the discretion of the Council but the benefit to the area or inhabitants must be commensurate with the expenditure.
- c) The purpose for which the grant is made must be in the interest of the Carnforth Town Council area or any part of it or all or some of the local community.
- d) Organisations and groups may be expected to contribute some of their own funds to the project.
- e) The Council will take into consideration any previous grants made to an organisation or group when considering a new application.
- f) No grant will be awarded to or for any commercial venture.
- g) Grant applications made retrospectively will not be considered.
- h) Grants can only be used for capital projects.
- i) The Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972).
- j) All organisations must be able to demonstrate a bank account held in the name of the organisation.
- k) Applicants must be willing to attend a meeting of the Council to respond to any questions the Council may have.
- l) The decision of the Council is final. Organisations are unable to reapply for a grant for the same project if the Council has already made a decision not to fund the project, unless the application is returned in a substantially modified form.



2. Assessment

The Council will consider the following when assessing the application against the criteria:

- a) How well the project meets the needs of the community and provides positive benefit to the local community.
- b) How effectively the organisation will use the grant to meet the needs of the project.
- c) Whether the costs are appropriate and the project is achievable within the budget.
- d) What level of contribution has been, or will be, attempted to be raised by the organisation.
- e) How the organisation or group is managed as indicated within their constitution or governing document.

3. Conditions

- a) All grant recipients are required to provide the Council with a brief report, including photographs, of how the grant has been utilised; how it has assisted the organisation or group and what it has achieved. Such report may be published in the Council's newsletter, on its website, in press releases, on social media, and any other promotional platforms available to the Council. This report must be submitted within one month of the completion of the project or event for which the funding was awarded.
- b) All grant recipients will be required to partake in a photo call with the Council.
- c) Whilst the acceptance of a grant will be taken as permission for the Council to publish such material in its newsletter and promotional platforms, the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.
- d) If the grant is put to purposes other than those for which it was awarded, without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
- e) If the grant is unable to be used within the stated timescale, without an extension granted by the Council, monies must be returned to the Council.
- f) Recognition of the grant from Carnforth Town Council must be made in any publicity of the recipient relating to the project.

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- g) Projects must align to the policies of Carnforth Town Council.
- h) Organisations applying for a grant of less than £1,000 will be required to submit invoices to support their application. Organisations applying for a grant of £1,000 or more, but less than £5,000, will be required to submit invoices and accounts to support their application. Application in excess of £5,000 will not be considered
- i) Applications will only be considered if a period of two years has passed since a previous application was made.

Bob Bailey, Proper Officer

11th April 2022