



# FELIXSTOWE

## TOWN COUNCIL

### Occasional Grants Policy

Felixstowe Town Council (the “Town Council”) awards grants to local voluntary groups. Eligible organisations do not have to be based in Felixstowe but should operate primarily for the benefit of the residents of the town.

All applications will be considered fairly and openly and on their individual merits. The final decision on applications and the level of any grant made lies with the Town Council’s Civic & Community Committee.

#### Who can apply?

Any properly constituted group, club or organisation based in Felixstowe and/or operating for the benefit of its residents. To be a “properly constituted group” and eligible to apply applicants must have:

- Charitable, voluntary, CIC or not-for-profit status with a constitution or set of rules.
- A bank account requiring a minimum of two unrelated signatories.

#### Who cannot apply?

- Individuals
- Profit-making organisations/groups
- Statutory/other public bodies.

#### What can you apply for?

Applicants must identify a specific purpose for which funding is sought.

Acceptable examples include:

- Capital grants for a specific project or purchase (e.g. the purchase of computers, sport equipment, craft material etc.)
- Upgrading existing facilities
- Training costs
- Start-up costs for new initiatives/projects
- Events

#### What will usually not be funded?

Grants are not given towards the following:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where an event or activity has already taken place
- Religious/Political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole.
- Organisations with a business or profit making remit
- Research costs
- Ongoing revenue expenditure, such as rent, utility bills, wages, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances.

The above examples are not exhaustive; if you are considering a request for funding which does not fall in to any of the categories above, please contact the Town Council.

#### How much can I apply for?

The Town Council considers a total sum for grants as part of its annual budget setting process. Applications are advised to refer to the annual budget for the current year as an indication of

the total amount that will be available. The Town Council is unlikely to award the total allocation to one organisation so careful consideration must be given to proportionally large applications.

### **How do I apply?**

You can download a copy of the application form from the Town Council website [www.felixstowe.gov.uk](http://www.felixstowe.gov.uk) or contact the Town Hall for a copy to be sent to you.

Please complete all sections of the form as applications may be rejected if incorrect or incomplete information is supplied.

The Town Council will only consider requests for specific sums.

**You will need to submit a copy of your organisation's constitution, rules or statement of purpose.**

**You will need to submit your approved year-end accounts statements for the latest two financial years. In the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.**

All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.

If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year, it is unlikely that a grant will be paid in full or even in part unless a good reason can be shown for this.

You must state if you are applying to other funding organisations for match or part funding.

Good applications will demonstrate how the social, or other, service to be provided will be to the benefit of Felixstowe residents.

### **When can I apply?**

The Town Council's Civic & Community Committee considers applications for occasional grants twice a year.

#### **Deadline for submission for the first round is 31 May**

Completed applications which meet the eligibility criteria and are received by this date will be considered by the Civic & Community Committee at its meeting in June.

*Note: The maximum funding awarded by the Committee in each round will ordinarily be limited to around a third of the total available.*

#### **Deadline for submission for the second round is 30 September**

Completed applications which meet the eligibility criteria and are received by this date will be considered by the Civic & Community Committee at its meeting in October.

#### **Deadline for submission for the third round is 31 January**

Completed applications which meet the eligibility criteria and are received by this date will be considered by the Civic & Community Committee at its meeting in February.

### **Grant Conditions**

The application should be supported by a breakdown of estimates for the project insofar as possible, and a itemised price list for items of equipment to be purchased and any further information requested by the Town Council.

Although year-on-year financial support from the Town Council will not be considered, applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the same body at a later date.

All successful applicants may be required to:

- Account for how the grant money has been spent
- Provide copies of all relevant invoices, receipts and purchase orders.
- Submit, within 12 months of the grant being awarded a brief report detailing how the Grant was used.
- Acknowledge the support of Felixstowe Town Council in any relevant promotional material. An Occasional Grant is given on the strict condition that the support of Felixstowe Town Council is suitably acknowledged in any relevant promotional material and on social media and that such recognition is evidenced to the Council. This helps let people know where the Town Council's grant aid is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's website.

The Town Council reserves the right to attach additional conditions to your grant. Any such conditions will be explained in your notification of grant letter.

Any grants not accepted prior to the following round submission deadline for applications will be returned to the pot for reallocation, or, in the case of the final round, will be retained by the Council.

The Town Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

The Town Mayor and/or a representative from the Town Council may wish to visit the applicant organisation or attend one of its events.

**All decisions regarding applications are final and non-negotiable.**

**Please contact the Town Hall for any further information:**

Felixstowe Town Council  
Felixstowe Town Hall  
Undercliff Road West  
Felixstowe  
IP11 2AG

01394 282086

[enquiries@felixstowe.gov.uk](mailto:enquiries@felixstowe.gov.uk)

[www.felixstowe.gov.uk](http://www.felixstowe.gov.uk)

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**Review Body:** Civic & Community Committee recommendation to Council

**Review Period:** Annually

**Next Review:** C&C (February 2027) / Council (March 2027)