# Dereham Town Council

## Application for Small Grants Policy

Dereham Town Council approves a budget each year for the purpose of allocating small grants to local organisations and community groups. To ensure best use of the budget available, the Council will not normally award more than £1,000 in any year to any organisation.

**Eligibility – must comply**

The following criteria **must** be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation (not for profit). Individuals and businesses are not eligible for grant funding.
- The group must have a formal Constitution/Terms of Reference and a bank account
- Retrospective grant applications will not be considered.

**Purpose of Grants**

Applications will be considered for any activity which will be of benefit to some or all of the residents of Dereham or to improve the environment in Dereham. The level of the grant must be commensurate to the benefit gained.

The grant should be towards the cost of events or purchases required for a group and not for running/everyday costs unless it is running costs to assist a new organisation become established. The Town Council will consider any eligible application but where funding is oversubscribed, will prioritise the following:

- Assisting and supporting youth organisations
- To support train and equip people who volunteer as youth leaders

**The Council will not give grants for the following:**

- Groups or individuals attending events which will give 'experience' but not a recognised syllabus/training e.g. gap year or other activities which may be seen as a holiday.
- Application from larger publicly funded organisation e.g. other councils, NHS, schools etc.
- School activity e.g. school trip, sports tour, show etc.– however this does not preclude applications for activities taking place on school premises affiliated to a school but with its own constitution, provided that it can be demonstrated to be outside normal school hours & not part of the normal school curriculum.
- Countrywide/countywide groups; unless there is a clear and direct benefit to some residents in Dereham. i.e. the grant is for a specific project or activity in Dereham.

**Application Process**

Applications should be made by completing the Application for Small Grants Form and sending it to Dereham Town Council, Assembly Rooms, Quebec Street, Dereham NR19 2DJ

Applications are accepted at any time of the year and will be considered at the next Finance Meeting (these are held four times a year) and ratified at the following Full Council Meeting. Applicants will be informed of the decision shortly after this meeting.

**Conditions**

1. Council would not normally consider more than one grant application from a group within a twelve month period, unless there are unforeseen exceptional circumstances.

2. An acknowledgement on receipt of the grant is required.

3. If brochures, leaflets or handouts are produced we require an acknowledgement of our grant to be included in this along with the Town Council crest (which we will forward to you).

4. Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.

5. Where an organisation requests a grant and that organisation serves a wider area than the parish boundary of Dereham, evidence should be produced to demonstrate that applications have been made to all the parish councils within their catchment.

6. All applications must show how the grant will be used to benefit the people of Dereham or the environment in Dereham.

7. Where the grant is conditional on other funding being secured, the grant will be held until other funding is confirmed. The grant will however only be held until the end of that financial year, after which a new application will need to be made.

8. For grant applications over £500 the applicant should demonstrate that they have looked at obtaining match funding from other funding sources.

   Where an organisation requests funding exceeding £500 for the purchase of equipment or improvements to premises, the application should include or be accompanied by copy estimates or itemised information regarding the prices of proposed purchase.

These are all judgements and for each one, the Council can ask for whatever evidence it deems necessary, in order to satisfy the above.

**Review:** This policy was adopted by Dereham Town Council at its meeting on Tuesday 13th August 2013 and will be reviewed on a yearly basis.

This policy was reviewed at the Council's Finance and Governance meeting in September 2025.