

Cockermouth Town Council
Grant Awarding Policy

Adopted February 2009

Revised February 2021

Revised March 2025

Introduction

The Town Council includes a sum within its annual budget each year for ‘grants to other bodies’.

The Town Council welcomes applications for grants from organisations within Cockermouth to assist that organisation for a specific purpose that will benefit residents of the Town.

Examples may include a grant to a youth club or sports club to buy equipment.

There is a short application form, however the information listed below is required by the Town Council prior to a decision being made, so should be provided with the form.

Only one application for a grant per organisation will be considered in each financial year. Each application will be assessed on its own merits.

Requests for Information and Applications

Further information about Cockermouth Town Council’s Grant Awarding Policy is available from Mrs Jane Ollerenshaw, Town Clerk. Please email clerk@cockermouth.org.

What we will not fund:-

- Non-Cockermouth Projects
- Sponsored events
- General large appeals
- Deficient funding year after year
- Things that have already happened
- Things that statutory bodies must provide
- Individuals (grants to an individual may be open to challenge at Audit and are therefore precluded)

Receipt of applications

All applications must be made in writing and be returned to Jane Ollerenshaw, Town Clerk, Town Hall, Market Place, Cockermouth, Cumbria, CA13 9NP

Each application must contain the following information:-

- Aims/objectives of the organisation
- Supporting information (as listed below)
- Evidence (as listed below)

Each application will be given a unique reference number and be acknowledged within 5 days of receipt.

Supporting Information

- A copy of your organisation's governing document e.g. set of rules, constitution or memorandum and articles of association
- A copy of your organisation's most recent accounts
- If your organisation works with children or young people (under 18 years old) or the activity you are applying for will involve working with children or young people you will need to provide us with a copy of your child protection or safeguarding policy

Evidence

The following criteria will be used to assess your application. Please include information about each of these areas:-

- Evidence of need – how do you know that the project/grant is needed?
- Evidence of Community Use – how many people currently use the service or how many people are likely to use any new service?
- Evidence of community involvement – how many people are involved in the running of your organisation including the people who help out with fundraising or volunteering?
- Evidence of local fundraising
- Value for money
- Your group's ability to manage

Initial Check

An initial check will be carried out by the Town Clerk. This process ensures that the applicant/organisation and project/activity is eligible.

If the organisation or project/activity is ineligible, the Town Clerk will contact the organisation to discuss either the application's withdrawal or how the organisation project/activity will need to proceed to become eligible.

Meetings

Grant applications will be considered at Town Council Meetings which are held on a monthly basis. Details of those meetings can be obtained from www.cockermouth.org.

All 12 members of Cockermouth Town Council will receive a copy of your application, any decision will be recorded in the minutes of the meeting. Reasons will be minuted if your application is refused.

Advance notice for larger grants

The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £500 by 30th September of the financial year prior to the funds being required in order that budget provision can be considered. Submission of applications for grants exceeding £500 is required by 30th November of the financial year prior to the funds being required.

Urgent Applications

There are no procedures in place to deal with urgent applications. Grants are considered at Town Council meetings once per month by all the councillors present.

Offer Letters

All offer letters will be sent within a week of the Town Council Meeting. Offer letters will include any additional conditions imposed by the Town Council.

The Town Council may, for example, impose a condition on the recipient that the Council receives a statement in writing of the use to which the grant has been put within six months of approval.

Any grant must only be used for the purpose for which it was awarded. Any unspent grant must be returned to the Council.

Refusal Letters

All refusal letters will be sent within a week of the Town Council Meeting. Refusal letters will include any reason for refusal.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Appeals

If an applicant is unhappy with the refusal decision, an applicant may request a fuller informal explanation. This will be given by the Town Clerk within 7 working days of a formal complaint being received.

Child Protection

All grants made to organisations providing services and activities for children and young people are conditional on the organisation having/developing/implementing an adequate child protection policy. No grants will be made until an adequate policy is in place.

Publicity

The Town Council reserves the right to generate media publicity regarding the grant.