



Town Clerk: Caroline Leet

EDENBRIDGE
TOWN COUNCIL

Grants Policy

Adopted by full Council on 09 March 2026

This policy includes the application form (available separately for completion), forms part of grants procedures which includes:

- Validation form(internal use only)
- Evaluation form

1. Introduction

Edenbridge Town Council is proud to allocate financial resources each year to support local causes, community activities and voluntary organisations that benefit residents within the parish.

The grants budget is determined annually by Full Council as part of its budget setting process. The Grants Committee comprises all Members of the Council, who will receive and consider applications at its meeting.

This policy sets out how grants are awarded and administered in a fair, transparent and consistent manner.

2. Annual Grants Cycle

Grants Budget is set by full Council as part of its annual budgeting process.

Grants are awarded within the agreed grants budget and for the benefit of Edenbridge. If the Committee proposes expenditure exceeding the approved grants budget, the matter must be referred to the Finance and Governance Committee for recommendation to Full Council.

Application Window: is published on the Council's website, social media and local noticeboards.

Decision Making: Applications are received and collated by the Responsible Finance Officer (RFO), and validated together with the Chair of the Finance and Governance Committee who also Chairs the Grants Committee.

Validated applications are considered by the Grants Committee.

Notification: Applicants informed of outcome in writing.

3. Eligibility Criteria

Eligible Organisations:

- Voluntary / charitable organisations based or with a local branch in Edenbridge.
- New organisations benefiting residents.

Projects and/or the organisation's work **must** be for the benefit of Edenbridge residents. As an organisation they must have all appropriate insurances, safeguarding, and risk assessments in place, and be an organisation that ensures equal opportunities.

Ineligible Applicants:

- Individuals, for-profit companies, trusts for capital investment.
- Groups with access to other national/central funding (unless exceptional) etc.

4. What Grants Can / Cannot Be Used For

Examples:

Can: Community capital projects, events that deliver measurable public benefit, equipment, services.

Not: Staff salaries, retrospective costs, ongoing commitments.

Grants must be used for the purpose stated in the application.

5. Application Process

Applicants will need to:

- Complete and submit forms by the published deadline.
- All required supporting documents must be enclosed.

Application forms are available to download from the Council's website or via the Council office.

Applications may be supported by email to accounts@edenbridgetowncouncil.gov.uk or in hard copy format addressed to the RFO, Edenbridge Town Council, Doggetts Barn, 72A High Street, Edenbridge, Kent , TN8 5AR.

Incomplete applications may not be considered. Applications received after the closing date may not be considered, except in exceptional circumstances at the discretion of the RFO in consultation with the Chair of the Grants Committee.

6. Assessment / Decision Making

The Council will assess applications against defined criteria, including benefit to the community, sustainability and value for money. The Committee may consider to award the amount requested, or another amount subject to funds available.

The Grants Committee's decision is final.

7. Monitoring, Evaluation and Reporting

Grantees must return a Grant Evaluation Form which will be provided with the letter of grant award confirmation.

Evidence of spend may be required (e.g. invoices/receipts).

The Council may feature successful projects in its communications.

8. Conditions / Clawback

The Council reserves **the right to recall any grant** given which has not been properly applied or where the organisation has ceased to operate. Grants must be used for the purpose stated on the application only. If the organisation decides it wishes to spend the money on something else they must ask the Council's permission. For clarity:

- Grants must be used only for the purpose applied for.
- Council may recall funding if misused or if organisation ceases to operate.

9. Equal Opportunities and Data Protection

The Council will process personal data in accordance with its published Privacy Notice and the UK General Data Protection Regulation (UK GDPR).

All applications will be considered fairly and in line with the Council's Equal Opportunities Policy.

10. Publication and Accessibility

The Council's Grants Policy, application form, application window and details of awards made will be published on the Council's website in accordance with transparency and accountability requirements.



EDENBRIDGE TOWN COUNCIL

Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Tel: (01732) 865368

Email: information@edenbridgetowncouncil.gov.uk

Web: www.edenbridgetowncouncil.gov.uk

Town Clerk: Caroline Leet

Grants Application Form

Application submission deadline as published on the Council's website

Please read the Grants Policy before completing this form. Incomplete applications may not be considered.

1. Organisation details

1.1 Name of organisation: _____

1.2 Project name (if different): _____

1.3 Main contact for this application

Title: _____

First name: _____

Surname: _____

Position in organisation: _____

Address (including postcode): _____

Telephone number: _____

Email: _____

2. About your organisation

2.1 What type of organisation are you?

Community Group / Club / Society

Registered Charity (Registration No: _____)

Exempt Charity

Other (please specify): _____

2.2 Are you affiliated to a larger organisation?

No

Yes (please state which organisation): _____

2.3 Briefly describe the purpose of your organisation and the activities you normally provide.

(New organisations should describe planned services/activities.)

3. The Project / Activity

3.1 Describe the project or activity for which you are applying.

Please be specific about what you will do and how you will deliver it.

3.2 What difference will this project make to Edenbridge residents?

Please be specific about what you will do and how you will deliver it.

3.3 How many Edenbridge residents do you expect will directly benefit?

(Please give an estimated number.)

4. Governance, Safety & Compliance

4.1 Are there any safety or safeguarding considerations related to this project?

Please describe how risks will be managed.

4.2 Please confirm the following (tick where applicable):

- Public Liability Insurance in place
- Other relevant insurance
- Relevant qualifications held by leaders / instructors
- Risk assessments completed where appropriate

The Council may request evidence of any of the above.

5. Financial Information

5.1 Amount of grant requested:

£ _____

5.2 Total project cost:

£ _____

5.3 Please provide a breakdown of how the grant will be spent.

(Attach additional sheet if necessary.)

5.4 What contribution is your organisation making?

(Cash, volunteer time, other resources)

5.5 Have you applied for funding elsewhere in the last 12 months?

- No
- Yes (please provide details and outcome)

Funding body | Amount | Awarded / Pending / Unsuccessful

5.6 Current financial position

Total reserves (cash/savings/investments): £ _____

Total annual expenditure (last accounts): £ _____

Please attach:

Most recent accounts (last two years if available)

OR

Budget forecast (for new organisations)

5.7 VAT Status

We are VAT registered

We are not VAT registered

If VAT registered, does your request include or exclude VAT?

6. Declaration

This section must be signed by a senior officer of the organisation.

I confirm that:

- The information provided is accurate to the best of my knowledge.
- I have read and understood the Council's Grants Policy.
- Any grant awarded will be used solely for the purpose described in this application unless prior written permission is obtained from the Council.
- I understand that the grant may become repayable if used for purposes other than those approved or if the organisation ceases to operate.
- If awarded, we agree to complete and return the required evaluation form by the date specified in the award letter.

Signed: _____

Name (print): _____

Position: _____

Date: _____

7. Payment Details (If Application is Successful)

Payments will only be made to an account in the name of the organisation.

Name of organisation (as on bank account):

Sort Code: _____

Account Number: _____

8. Equal Opportunities

Edenbridge Town Council requires organisations applying for grants to comply with the Equality Act 2010.

I confirm that our organisation complies with the Equality Act 2010.

9. Data Protection

Edenbridge Town Council will process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Council's published Privacy Notice (available on the Council's website).

I confirm that I have read the Privacy Notice and consent to the processing of this information for the purpose of this application.