

## Longridge Town Council

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### Mission Statement

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.  
Working to enrich facilities and nurture opportunity,  
to protect and improve the built and natural environment, and promote community pride.

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# Grant Policy

## Station Buildings, Longridge.

**Aim:** This Policy is designed to ensure openness, transparency and fairness to all groups and organisations that wish to apply for a grant.

Policy authorisation:	Longridge Town Council
Date of policy introduction or most recent update:	August 2023
Date of next policy review:	June 2023
Policy author	Jessica Dibble, LTC Clerk

## **GRANT AWARDING POLICY**

Longridge Town Council can make monetary grants to organisations that work for the benefit of the local community within Longridge.

Any organisation can only make one application for a grant in any one financial year (April to March). In exceptional circumstances the Council may consider additional requests.

The Council regrets that it is not able to make grants to individuals.

Application forms and further details are available from the Town Clerk.

## **CONDITIONS OF FUNDING**

- Applications will be considered from charitable or non-profit making organisations.
- Applications will be considered for individual projects only.
- Applications must include a cost / benefit analysis and demonstrate a benefit to a group of people within the Town.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
- Longridge Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- A timeframe to be agreed for the grant to be spent and evidence reported back to the Town Council.
- Organisations that receive a grant are required to acknowledge the contribution from Longridge Town Council on publicity and printed material and media/ website.

## **APPLICATIONS THAT WILL NOT BE CONSIDERED**

- Applications will not be considered from individuals.

- Applications will not be considered from commercial enterprises set up to generate profit.
- Applications will not be considered from health, education or welfare organisations whose services should be provided by statutory funding.
- Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
- Applications will not be considered from private organisations operated as a business to make profit or surplus.
- Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- Grants will not be awarded on a retrospective basis but only on future funding requirements.

Longridge Town Council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return. A copy of the organisation's latest bank statement is required to be included with the application and it will be into this account that the grant will be paid and not an individual account.

Grant applicants if they wish, can address the meeting at which their grant is considered.

For further details please contact the Clerk. If awarded a grant, it is expected that the funding will be described as coming from Longridge Town Council in all public communications, such as websites, press releases and newsletters.

## **OTHER CONSIDERATIONS**

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. The Council can give grants under s.137 to religious groups and churches – so long as a benefit is demonstrated to some of the community.

Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Town.

## **WHAT WE NEED FROM YOU**

- Supporting information / evidence needed for the project
- Evidence of secured funding / applications for other funding
- Estimates or quotes for work / equipment where appropriate
- A copy of your organisation's latest bank statement or statement of accounts.

## **ADDITIONAL INFORMATION**

The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

All applications must demonstrate clearly how a grant or subsidy will be of benefit to the local community.

An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

Each application will be assessed on its own merits and will be considered along with other applications at a Budget Committee meeting. To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.

Where the Grant application exceeds £1000.00 it will be assessed at the subsequent Full Council meeting acknowledging the recommendation from the Budget Committee.

Due consideration will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive may be obtained from the Town Clerk.

If approved by the Council, the grant will be paid directly into their bank account. It must be acknowledged promptly by the organisation, stating the amount granted.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Town Council by the end of the financial year following the year in which it was awarded.

Longridge Town Council reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.

There are certain instances where a Council are required by law to have sight of a report as to how money has been spent – where s.137 is used as the spending power, and where assistance worth £2,000 or more is given to a voluntary body, the body must give a written report to a Council within 12 months stating how the money has been used.

Application forms and further information is available from the Town Clerk.

Council Office, Station Building, Berry Lane, Longridge, PR3 3JP.  
01772863849.  
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Application forms can also be found on our website: [www.longridge-tc.gov.uk](http://www.longridge-tc.gov.uk).

This policy was adopted at the Town Council meeting on 9<sup>th</sup> August 2023.