



RAMSGATE TOWN COUNCIL

POLICY FOR THE AWARDING OF GRANTS

The Town Council allocates funding grants aimed at benefiting the residents of Ramsgate. This document provides guidelines for the Council's consideration and decision-making process regarding funding requests for the Ramsgate Fund, Events Fund, and Community Services Fund. It also sets out the review and monitoring process for Anchor Funding, which is not applied for through the grant application process but is subject to return forms, scrutiny and ongoing review.

In order to be able to assess applications objectively, it is necessary to assess all applications against a range of criteria and a completed application form.

Approved by the Council on 25th May 2022, revised; April 2024, October 2025 and July 2026.

Criteria:

1. Community Benefit:

- 1.1 Only projects designed to meet purely local needs or which demonstrably provide significant benefit to the local community will be considered. Organisations must operate on a non-profit distributing basis.
- 1.2 Events should be open to all and if possible free to attend but with at least some discount offered to residents of Ramsgate.

2. Eligibility:

2.1 Applications must be/contain:

- (i) From fully constituted organisations which are structured and properly administered in relation to their financial management and controls (see 3.3(i) in relation to accounts).
- (ii) Evidence that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members/managers/trustees.
- (iii) Evidence of funding being sought elsewhere, how much and whether this has been approved or is pending.

2.2 Grants will not be awarded to:

- (i) Individuals.
- (ii) Organisations involved in Political activity.
- (iii) Profit making businesses/companies unless Community Interest Companies.
- (iv) Statutory bodies e.g Kent County Council / Thanet District Council.
- (v) Where spending has taken place prior to approval.
- (vi) Local authority maintained, grant maintained and private schools.

- (vii) For general routine maintenance of buildings and equipment in the case of the Ramsgate Fund.
- (viii) For organisations to pass monies on.
- (ix) To organisations that have not tried to raise funds during the year prior to the grant application deadline.
- (x) Applications where payments to individuals or companies are not transparently declared, or where there is a conflict of interest, will not be supported.

2.3 Events must:

- (i) Be open to the general public.
- (ii) Have public liability insurance cover of not less than £5 million.
- (iii) Provide evidence that permissions have been sought (i.e. District and /or county Council events permissions including for road closures, land hire etc).

3. Application Process:

3.1 The application form should be fully completed, and all supporting documentation supplied.

3.2 The application should be received by the advertised deadline.

3.3 Applications should include:

- (i) Copies of the organisations most recent audited accounts.
- (ii) Information on how the balance of the finance needed will be met.
- (iii) Detailed plans of what the funding will be spent on.
- (iv) A breakdown of professional service fees (if any), including who will be paid, for what purpose, and how the fee has been calculated.

3.4 Applications will be considered and approved by the full council. The Council will consider grants four times per year, in February, May, August and November.

Prior to consideration by the Council, all applications will be considered by a **Grant Scrutiny Panel**, that will then make a recommendation on if/what sum should be awarded. The Grant Scrutiny Panel will meet in private, however, their recommendations will be public, and the final decision will be made in a public meeting.

For Anchor Funding, the Grant Scrutiny Panel will not assess applications, as Anchor Funding is not applied for through the Council's grant application process. Instead, the Panel will review the submitted return forms and supporting information for the groups concerned, and will make a recommendation to the Town Promotion Committee on whether funding should continue.

The Grant Scrutiny Panel will consist of four elected members, who will be nominated by the Council.

The Panel will have the following responsibilities:

1. Review grant applications
2. Evaluate proposals
3. Conduct due diligence
4. Make funding recommendations

5. Ensure transparency
6. Uphold fairness and impartiality
7. Provide feedback (via the Town Clerk's office)
8. Monitor and evaluate outcomes, including the review of Anchor Funding return forms where applicable

By fulfilling these responsibilities, a Grant Scrutiny Panel can help safeguard the integrity of the grant allocation process and maximize the impact of grant funds on the community.

The Panel will meet in the week prior to the Council meeting.

- 3.5** Organisations applying for a grant may be requested to send a representative(s) to address the Finance and General Purposes Committee / Town Promotion Committee for up to four minutes to elaborate on the application and answer questions. No written documentation may be tabled at the meeting. *Note: Any representative of an organisation attending the meeting should have either a copy of the completed application form or be fully conversant with its contents and be ready to answer questions on the application including the accounts. Failure of your representative to do this may lead your organisation not being awarded a grant.*

4. Grant conditions:

- 4.1** Organisations should not assume that funding will continue on a year-by-year basis. The Town Council reserves the right to withhold repeat applications in year or over a number of years on the basis of equity. Applicants should be aware that all grant budgets are over-subscribed and no funding is guaranteed.
- 4.2** Ramsgate Town Council's financial contribution should be acknowledged in any publicity or publications to include the town crest and wording below;
- 4.3** We will target our support to those organisations that contribute towards the achievement of our general priorities and objectives and, more specifically, those set out in the Strategic Objectives (available on our website).
- 4.4** In considering any application, we will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- 4.5** In deciding upon the appropriate level of support, we will have regard to other sources of income available to your organisation and the reasonableness and transparency of any professional fees being charged.
- 4.6** We must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.
- 4.7** Grants will not be made in respect of projects on which work has already started, or in lieu of expenditure to which applicants are already committed.
- 4.8** Grants will normally be paid in advance. The Council does have the right to stipulate stage payments.
- 4.9** Only one grant per year per organisation will be awarded. Applicants who have made an unsuccessful application can apply again in the year, for a different project.

4.10 Repeat applications for the same project will not be considered, except when the Council has invited the applicant to re-submit.

4.11 The project must be completed within the current financial year, if a project cannot be completed within the financial year, a request to roll-over the funding should be made by the applicant for approval by the Council.

5. Grant Monitoring:

5.1 Any grants will be subject to monitoring and evaluation via the Returns Form including how the money was spent with receipts supplied; how the funding benefited Ramsgate residents. Press reports, feedback reports and photographs should be supplied if possible.

5.2 The form and supporting evidence should be supplied:

(i) For the Events Fund - within 3 months of the event taking place.

(ii) For the Ramsgate Fund – within 6 months of the funding being received.

(iii) For the Community Services Fund – prior to the end of the financial year in which the service was provided.

(iv) For the Anchor Funding – dependent on the group, but within 3 months, if supporting an event; or prior to the end of the financial year, if supporting a long term project.

5.3 Following receipt of the Returns Form any unspent funding may need to be returned to the Town Council. Each case will be looked at on its individual merits, with the outcome discussed and agreed at a meeting of Council. For Anchor Funding, groups will be required to submit a Returns Form and any supporting evidence requested by the Council. The Grant Scrutiny Panel will review the return forms only and will make a recommendation to the Town Promotion Committee on whether funding should continue for the groups concerned.

5.4 The Council reserves the right to withhold, withdraw or recover the grant if the operation for which the grant is awarded ceases, its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application.

6. Disclaimer regarding Grant Funding and Event Responsibility:

6.1 Ramsgate Town Council provides grant funding to local organisations to support community-based initiatives in good faith and based on information submitted at the time of application. While the Council undertakes reasonable due diligence prior to awarding grants, it does not assume responsibility for the actions, decisions, branding, or operational conduct of any grant recipient or associated third parties.

6.2 Events or activities delivered using Council grant funding are wholly organised and managed by the recipient organisation. Ramsgate Town Council is not the event organiser and does not provide insurance or accept liability for any aspect of these events, including but not limited to their planning, delivery, safety, compliance, or the use of intellectual property.

6.3 The provision of funding does not imply endorsement of any particular organisation, event, or activity. All views, content, and outcomes associated with

grant-funded activities are the sole responsibility of the grant recipient and do not necessarily reflect the views or policies of Ramsgate Town Council. Publicity materials must not state or imply Council endorsement without prior written permission.

- 6.4** Ramsgate Town Council expects all grant recipients to comply with relevant laws, regulations, and best practices in event delivery, including safeguarding, health and safety, licensing, and public liability insurance. Where appropriate, the Council requests that recipients acknowledge its support in a manner agreed in advance; however, the Council reserves the right to withdraw its name from any publicity it deems misleading or inappropriate.
- 6.5** Ramsgate Town Council reserves the right to withhold, withdraw, suspend, or recover grant funds if the recipient is found to have misused the grant, failed to deliver the agreed activity, failed to meet the conditions of funding, or brought the Council into disrepute.