



Principles of Grant Aid

Sprowston Town Council operates a grant aid system which considers grant applications. The system aims to:

- Help the voluntary groups within the town of Sprowston to improve their effectiveness
- Help to ensure the provision of services needed by Sprowston's residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties, and
- Ensures that there is equality of access and opportunity for all Sprowston residents to the services and funds it provides

The Town Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services
- A means of enabling people to work together
- A channel for campaigning and advocacy

The Town Council defines a voluntary group as a 'not-for-profit' organisation, set up and run by a management committee.

This document gives the Town Council's general funding principles and details its expectations of all groups in receipt of grant aid.

Groups applying for grant aid should note:

- Grants are made only to groups meeting the needs of Sprowston residents.
- Grants are made to meet deficits on future running costs, to encourage new groups or new projects, or to help with the costs of some one-off expenditures
- Grants will only be made to groups which **need** financial help. Accumulated reserves will be considered when grant levels are decided.
- Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given. They should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
- Grants cannot be made to cover money already spent.
- Grants will not be made to groups, which operate for private gain or are connected with any political party; grants may be made to religious organisations for social or welfare purposes, but not to cover the costs of worship or conversion.
- Groups will be required to return grant-aid if they close, or if a project or services funded by the Council, is not satisfactorily provided.

Voluntary groups grant-aided by the Council are required to:

- Ensure efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
- Keep proper accounts. Grants may only be made to groups, which have submitted satisfactory accounts, unless the group is recently formed.
- Report back as required to the Council on their activities
- Involve group members and users in policy-making and in the management of activities and services
- Be open to eligible users, as defined by the group's constitution
- Establish and monitor equal opportunities policies and practices
- Meet the legal responsibilities of an employer where appropriate; adopt, implement and monitor good employment practices and procedures
- Recruit and support volunteers where appropriate
- Acknowledge the Town Council's support in annual reports.