

## Small Budget Grant Scheme

### Purpose Of The Scheme

The main aim of the Newmarket Town Council's Small Budget Grant Scheme is to encourage community activities within Newmarket.

### Who Is Eligible?

The key requirement is that any organisation should be voluntary and non-profit making and be active in the Newmarket area.

### What Kind Of Projects And Activities?

1. Capital Projects
2. Arts and Local Events
3. Sports & Leisure
4. Community Projects

### How Much Grant Is Available?

Up to a maximum of £250.00 per individual application. We would look favourably on applications that include complementary sources of funding.

### How And When To Apply

All grants are considered biannually. Applications are to reach the Town Clerk:-

1. For the period 1<sup>st</sup> January to 30<sup>th</sup> June, by 30<sup>th</sup> June latest for consideration in July.
2. For the period 1<sup>st</sup> July to 31<sup>st</sup> December, by 31<sup>st</sup> December latest for consideration in January of the following year.

Details of successful applications will be published.

### What Are The Rules?

There are a number of rules governing the offer of grant aid, which are detailed below.

1. **All Applications** must be submitted on the **approved form** provided by Newmarket Town Council. Multiple applications are welcome but repeat awards are unlikely to be made.
2. **Criteria To Be Met**  
A grant is unlikely to be awarded unless the applicant/project meets all the following criteria: -
  - A. The project will be of direct benefit to the public/community as a result of the implementation of the proposed scheme.
  - B. Newmarket Town Council will normally expect the applicants to show that a significant amount of cost of the project has been met from their own resources at the time of the application.
  - C. The applicants must show that they have a sound financial basis and are able to meet the future operational running costs of the new or improved facility.
  - D. When a grant is given for the purchase of capital equipment, the quality of the goods purchased must have a reasonable life span.
  - E. No grant shall be made in respect of repairs, improvements or extensions to a property where, in the opinion of the Council, the application has insufficient security of tenure on the property.

### **Assessment Of Application**

The Council will examine the application and advise the applicant if it is considered that the proposed scheme does not meet the criteria. Applicants may be required to attend the relevant grants committee to provide additional information about their application.

### **Receipt Of Funding**

Capital payments normally will be retrospective on receipt of invoices, or statement of work completed. Other payments may be made following committee approval.

### **Council Requirements Following Award**

1. Once completed, the project should be available for inspection by the Council, at a convenient time, to ensure that the facilities and services provided are in accordance with the approved grant application.
2. All grants will be subject to a requirement that the organisation/individual receiving the grant acknowledges the support of the Council in any publicity relating to the project. In certain cases, cheques may be presented formally to the organisation, with attendant suitable publicity.
3. If changes are made to the scheme after grant approval, these must be notified to the Council and, in the event of part of scheme being omitted, the grant will be reduced accordingly.
4. The grant should be taken up as soon as possible, or at least within six months from the notification of the offer. Failure to do so will result in the loss of the grant offered and will require a resubmission of the application. Any outstanding monies or schemes that have been implemented will also be reviewed.
5. The successful applicant will report to the Council the benefit of the grant awarded no later than six months following the completion of the project or scheme.

**All applicants** are asked to note that The Council's budget for grants is determined annually, therefore the number and level of grants awarded will reflect this. No guarantee is given as to the amount that will be granted to any particular approved project.

### **Next Step**

Your completed application form and supporting documentation should now be forwarded to:-

**The Town Clerk  
Newmarket Town Council  
The King Edward VII Memorial Hall  
Newmarket  
Suffolk  
CB8 8JP**

If you are uncertain on your eligibility for a grant or wish to ask for further advice please telephone (01638) 667227.