



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS POLICY

Review Body: Civic and Community Committee

Policy Approved: Town Council

Approval Date: March 2025

Minute Item: 146/24TC

Review Period: Annual

Next Review: March 2026



1. Introduction

Saxmundham Town Council recognises the valuable contributions made by local organisations in enhancing community life.

To support such efforts, the Council offers financial assistance in the form of community grants.

This policy sets out the eligibility criteria, application process, and conditions for awarding grants.

2. Objectives

The Community Grants Policy aims to:

1st Priority: Support community-based initiatives that benefit Saxmundham residents.

2nd Priority: Encourage projects that promote social inclusion, well-being, and sustainability.

3rd Priority: Assist voluntary, charitable, and non-profit organisations to deliver local services and events.

4th Priority: Consider national voluntary, charitable, and non-profit organisations delivering services which may benefit Saxmundham residents.

3. Eligibility Criteria

To qualify for a grant, applicants must:

- Be a non-profit organisation, community group, or registered charity.
- Demonstrate how the project will benefit the local community.
- Show evidence of financial need and efforts to secure other funding sources.
- Not have received a grant for the same project within the current financial year.

Grants will not be awarded for:

- Projects that do not primarily benefit Saxmundham residents.
- Political or religious activities (unless for community-wide benefit).
- Retrospective funding (i.e., projects already completed).
- Individuals or private businesses.

4. Grant Limits & Funding Availability

- The total annual budget for community grants will be determined as part of the Council's budget-setting process.
- Grants will generally be awarded up to a maximum of £1,000 per applicant per financial year.
- The Council reserves the right to award grants of a higher or lower amount based on merit and available funds.

5. Application Process



1. Submission:

Applicants must complete the official Community Grants Application Form, available on the Town Council website or from the Town Clerk.

2. Supporting Documents:

Applications must include:

- A project description and expected outcomes.
- A breakdown of costs and proposed use of funds.
- Recent financial statements or bank statements.

3. Deadlines:

Applications must be submitted by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.

4. Review and Decision:

The Resources Committee will assess applications quarterly based on eligibility, community benefit, and financial viability.

The Resources Committee will determine approval for grants under £5,000.

For grants over £5,000, the Resources Committee will make recommendations to the full Council for approval.

5. Notification: Applicants will be informed of the Council's decision within six weeks.

6. Conditions of Funding

Successful applicants must:

- Use the grant exclusively for the approved project.
- Acknowledge the support of Saxmundham Town Council in publicity materials.
- Submit a grant report within six months of project completion, outlining the impact and use of funds.
- Return any unspent funds to the Council.

Failure to comply with these conditions may affect future grant applications.