



# Peacehaven Town Council

## Applying for Grants Policy

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## 1. Introduction

Peacehaven Town Council is committed to maximising opportunities to obtain external grant funding to support projects, events, facilities, sustainability measures, and any other Council functions. Grant funding supports the delivery of services and improvements without the need for increases to the precept demand.

## 2. References

Government Strategy for Grants Management

Local Government Act 1972

Local Government Act 2003

The Community Infrastructure Levy Regulations 2010

PTC Standing Orders & Financial Regulations

## 3. Routes to apply for grants

### i. Underlying principles

Committees, Sub-Committees, or an Officer of the Council can discharge functions on behalf of the Council (Local Government Act 1972 s101). This provision does not extend to Councillors outside of a committee setting. Therefore, there are 3 ways in which grant applications can be progressed:

- Agreement at Full Council
- Agreement at a Committee or Sub-Committee
- By an Officer

Individual Councillors, or groups of Councillors outside of Committee settings cannot make applications.

However a grant application is progressed, Standing Orders, Financial Regulations, Terms of Reference, Scheme of Delegation, and any statutory provisions must be adhered to at all times.

The 3 ways to progress applications are detailed as follows:

### ii. Council led applications

At a meeting of Full Council, a resolution can be passed to apply for a grant.

Full Council can commit the Town Council to projects, match funding, and agree to enter into legal deeds as part of the grant funding in line with Standing Orders and Financial Regulations.

### iii. Committee/ Sub-Committee led applications

At a meeting of a Standing Committee, a resolution can be passed to apply for a grant.

The Committee can commit the Town Council to projects and match funding only if it is within the Committee budget and Committee Terms of Reference.

A Committee or Sub-Committee cannot agree to enter into any legal deeds as part of the grant funding. Committees can also only commit funding up to the thresholds in Financial Regulation 4.1.

Sub-Committees will need to refer to their individual Terms of Reference, but unless specifically stated a sub-committee usually does not have any financial authority.

iv. Officer led applications

Officers can make a grant application on behalf of Council under a delegated authority, however, cannot commit the Council to any match funding or agree to enter into any legal deeds.

#### **4. Monitoring the policy**

The implementation of this policy shall be monitored by Peacehaven Town Council's Policy & Finance Committee.

#### **5. Records and reporting lines**

Records shall be kept of all grants applied for and the outcomes of the applications in order to monitor the success rate of grant applications. This information shall be reported back to the Policy and Finance Committee.

#### **6. Policy Review**

This policy shall be reviewed 3-yearly or following any changes to legislation affecting the contents of this policy.

Policy adopted: 17<sup>th</sup> September 2024

Review Date: 16<sup>th</sup> September 2029