

# THE FELIXSTOWE RELIEF CHARITY

## Grants Policy

The Felixstowe Relief Charity awards grants to provide relief to beneficiaries who are in need, by reason of youth, age, ill-health, disability, financial or other disadvantage; to promote the education (including social and physical training) of beneficiaries in such ways as the charity trustees think fit, including (but not exclusively) by awarding to such persons scholarships, maintenance allowances or grants tenable at any university, college or institution of higher or further education; to prevent or relieve poverty for beneficiaries by providing: grants, items and services to beneficiaries in need and/or charities, and/or other organisations working to prevent or relieve poverty.

The term “Beneficiaries” means persons who have been resident for at least three years in Felixstowe

All applications will be considered fairly and openly and on their individual merits. The final decision on applications and the level of any grant made lies with the trustees of the Felixstowe Relief Charity.

### Who can apply?

Any properly constituted group, club or organisation based in Felixstowe and/or operating for the benefit of its residents. To be a “properly constituted group” and eligible to apply applicants must have:

- Charitable, voluntary or not-for-profit status with a constitution or set of rules.
- A bank account requiring a minimum of two signatories.

An Individual who is in need, by reason of youth, age, ill-health, disability, financial or other disadvantage;

An individual who is in need of a specific type of education (including social and physical training), including (but not exclusively) by awarding to such persons scholarships, maintenance allowances or grants tenable at any university, college or institution of higher or further education;

Individuals providing help to people needing support in a time of emergency such as the coronavirus pandemic.

### Who cannot apply?

- Profit-making organisations/groups
- Statutory/other public bodies.

### What can you apply for?

Applicants must identify a specific purpose for which funding is sought.

Acceptable examples include:

- Capital grants for a specific project or purchase (e.g. the purchase of computers, sport equipment, craft material etc.)
- Upgrading existing facilities
- Training/educational costs including resources
- Start-up costs for new initiatives/projects
- Basic but necessary requirements to relieve poverty

## **What will not be funded?**

Grants are not given towards the following:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where an event or activity has already taken place
- Religious/Political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole.
- Organizations with a business or profit making remit
- Research costs
- Revenue expenditure, such as rent, utility bills, wages, insurance costs.

The above examples are not exhaustive; if you are considering a request for funding which does not fall in to any of the categories above, please contact the trustees of The Felixstowe Relief Charity.

## **How much can I apply for?**

The Felixstowe Relief Charity considers a total sum for grants as part of its annual budget setting process for grants. Applications are advised to refer to trustees for an indication of the total amount that will be available that year. The Felixstowe Relief Charity is unlikely to award the total allocation to one individual or organisation so careful consideration must be given to proportionally large applications.

## **How do I apply?**

You can download a copy of the application form from the Felixstowe Town Council website [www.felixstowe.gov.uk](http://www.felixstowe.gov.uk) or contact the Town Hall for a copy to be sent to you.

Please complete all sections of the form as applications may be rejected if incorrect or incomplete information is supplied.

The Felixstowe Relief Charity will only consider requests for specific sums.

**If applying via an organisation, you will need to submit a copy of the organisation's constitution, rules or statement of purpose. You will also need to submit your approved year-end accounts statements for the latest two financial years. In the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.** All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.

**In the case of an individual, financial evidence to support the application should be provided.**

If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year, it is unlikely that a grant will be paid in full or even in part unless a good reason can be shown for this.

You must state if you are applying to other funding organisations for match or part funding.

Good applications will demonstrate how the grant is needed, and the benefit it will provide to the beneficiary/beneficiaries.

## **When can I apply?**

The trustees of the Felixstowe Relief Charity will consider applications for grants throughout the year.

## **Grant Conditions**

The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Felixstowe Relief Charity.

Although year-on-year financial support from the Felixstowe Relief Charity will not be considered, applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the same body at a later date.

All successful applicants may be required to:

- Account for how the grant money has been spent
- Provide copies of all relevant invoices, receipts and purchase orders.
- Submit, within 12 months of the grant being awarded a brief report detailing how the Grant was used.
- Acknowledge the support of Felixstowe Relief Charity in any relevant promotional material. This helps let people know where the Felixstowe Relief Charity's grant aid is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on Felixstowe Town Council's website, or any other promotion of the Felixstowe Relief Charity.

The Felixstowe Relief Charity reserves the right to attach additional conditions to your grant. Any such conditions will be explained in your notification of grant letter.

The Felixstowe Relief Charity reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.

**All decisions regarding applications are final and non-negotiable.**

**Please contact the Felixstowe Relief Charity for any further information:**

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