**THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:**

**Littlehampton Applications**

1. Grant applications will only be considered from residents, clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings significant benefit to the Town.
2. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.
3. Any grant award that has been carried over from the 2020 Grant Aid programme will not be eligible to apply in this Grant Aid scheme.

**One Application per year rule**

1. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.

**Supporting Documentation**

1. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts.
2. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
3. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished because of the award.

**Intended use of Grant**

1. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
2. There shall be no change to the intended use of the grant without express written authority of the Town Council.
3. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Town Council.

**General Criteria**

1. The recipient shall acknowledge the Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council’s logo on any items purchased in recognition of the grant funding from the Town Council.
2. No grant will be considered for private, commercial or closed clubs, societies or organisations.
3. All other sources of funding must be declared at the time of the application.
4. No grant shall exceed 20% of the total grants budget allocated annual by the Town Council.
5. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
6. Where funding is given for an event the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
7. Littlehampton Town Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
8. The Town Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Town Council will take into account the objectives of an association and the wide community benefit for Littlehampton arising from the grant when assessing its priorities.
9. Grants will normally only be made to non-profit making organisations supported by unpaid volunteers.
10. Grants will not be made towards salaries of payment of staff.