



LUDGERSHALL TOWN COUNCIL

GRANT AWARDING POLICY

1. Introduction

1.1 Ludgershall Town Council budgets a sum of money every year for grants which are made available to organisations that address a demonstrable need for financial assistance.

1.2 These organisations must show they are local voluntary and community groups working towards improving and enhancing Ludgershall and that their projects and activities specifically benefit Ludgershall residents.

1.3 The council acknowledges that some organisations, particularly new or smaller ones, might have trouble in completing the application requirements and help will be offered with the process.

2. The Council will only consider applications that:

2.1 Support the voluntary and community sector in improving the quality of life for residents of the Ludgershall community.

2.2 Demonstrate that there is a clear need for financial support

2.3 Demonstrate that the organisation is non-profitmaking

2.4 Provide evidence and supporting documentation of having sought financial support from other organisations.

2.5 Organisations will need to provide a constitution or organisational rules

2.6 Organisations applying will need to provide a set of audited accounts for the previous Financial Year and any other financial information as requested by the Town Clerk.

Organisations just starting up must submit basic financial information (e.g. a bank statement)

2.7 The Council may ask for further information or estimates from contractors for work to be undertaken

3. The Council will not normally support:

3.1 More than one application from the same organisation within a 12 month period.

3.2 Applications from individuals for sponsorship purposes

3.3 Retrospective applications: the Town council will not consider granting aid to any event or activity which has already taken place.

3.4 Applications that cover general revenue costs such as: routine maintenance, repair of equipment, salary or administrative costs.

3.5 Running costs e.g. rent, rates, insurance etc



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3.6 Applications from a private profit making/commercial organisation

3.7 Applications for political reasons or statutory bodies to fund core services

4. If an applicant is successful:

4.1 All grant funding must be claimed by successful applicants before 31st March of that accounting year and any unused monies not used for the purpose intended should be returned to the Town Council within 12 months of receipt of the grant.

4.2 Applicants must acknowledge Ludgershall Town Council's financial support in any publicity or printed material

4.3 A report must be made about how the grant has been used for production at the Annual Town Meeting, which the applicant will be invited too. Failure to do this may jeopardise future grant applications

5. Grant application Process

5.1 All applicants will be required to complete an application form and return it to the Council Offices details below. Electronic applications are also accepted and both this policy and the application form are available on the Town Council's website at [Grants – Ludgershall Town Council](#)

Ludgershall Town Council office at 10-12 High Street, Ludgershall SP11 9PZ

Email: info@ludgershall-tc.gov.uk

5.2 All completed applications will be acknowledged on receipt. If an application is illegible or incomplete, it will be returned to the applicant to correct or complete.

5.3 The application will be an agenda item for the next Full Town Council and the applicant is welcome to attend the meeting. They will consider the application for eligibility and viability and if the grant should be supported. Applicants will be informed of the Council's decision within 3 months.

5.4 Applications for grants must be made using the forms available from the Town Council; any other format will be rejected. Approaches to individual Councillors for support does not alter the process, as all documents must come forward to the Committee.

Ludgershall Town Council will:

Publicise its grant opportunities widely throughout the town & review this policy, budget & application process annually.

LTC adopted this policy on: 10th March 2025 at Full Council meeting

Next review due: 3 years March 2028