

“Bungay Town Trust” CIO

Grant Awarding Policy

edited December 2025

1.0 General Information for Applicants

- a. “Bungay Town” Trust has as one of its charitable objectives, “to use the surplus income from its assets for general charitable purposes to benefit the people of Bungay. The Trust delivers this objective through a grant-awarding programme. Any groups or organisations wishing to apply for a grant should read this policy carefully.
- b. In addition to outlining “Bungay Town Trust’s” guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Trust reserves the right to deviate from this policy where it considers it appropriate to do so.
- c. It is “Bungay Town Trust’s” intention to support initiatives from local community groups and organisations. An annual budget is set for this purpose. The budget figure represents the maximum that the Trust may spend on grants and does not represent a commitment by the Trust to spend the budgeted sum.
- d. New applications will normally be considered four times per year by the Trust’s Finance Committee. Urgent requests may, by exception, be considered between Finance Committee meetings but applicants should check in advance with the Trust before submitting an application. Only one application, per organisation, will be normally be considered during the Trust’s financial year (which runs from 1st September to 31st August).
- e. Ongoing commitments, to award grants or funds for future years, will not normally be made. A fresh application will need to be made in a future year.
- f. The annual budget set by the Trust, is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Trust to spend this money on grants.
- g. The size of any grant awarded is at the discretion of the Town Trust but would **not** normally exceed £2,000 in any one application, although larger amounts may be considered in exceptional circumstances. Any grant awarded, may not be the amount requested in the application.

2.0 Who is Eligible?

The following organisations are eligible to apply:

- a. Bungay-based clubs, associations, groups or other organisations whose activities benefit all or some of the Bungay community.
- b. Local branches of regional or national clubs, associations, groups or other organisations whose activities benefit all or some of the Bungay community.

3.0 Who is not Eligible?

Applications will normally be rejected from:

- a. Statutory bodies normally funded through the taxpayer or central government funding.
- b. Individuals, private businesses and “for profit” commercial organisations or for projects which improve or benefit privately owned land or property.
- c. Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Bungay residents.
- d. Organisations with political or religious affiliations, unless the funding will support a project that will potentially benefit the people of Bungay generally without exclusively benefiting members or

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those associated with the applicant or with the major benefit being enjoyed by these members or associates.

4.0 What Can Be Funded?

It is expected that the project will:

- a. In some significant way make Bungay a better place to live, work or play.
- b. Provide a long lasting and sustainable benefit to all or part of Bungay.
- c. Improve the social, environmental and/or economic profile of Bungay.
- d. Where relevant, add value to, or help make projects self-sustaining.
- e. Where relevant, compliment or add value to existing services or projects in Bungay, but not duplicate them.
- f. Where relevant, attract new sources of funding to Bungay.

5.0 What Is Unlikely to be Funded?

It is unlikely that projects will be considered where:

- a. There is no clear business or project plan or costings.
- b. Where there is no fund-raising or contribution from the applicant, unless the grant will secure external match funding.
- c. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants, including those detailed below.
- d. Expenditure on general business overheads (running costs).
- e. Applications where other sources of funding are available to cover the full cost or are more appropriate, including salaries.
- f. Grants will not be made retrospectively.

6.0 Conditions of Grant

It is a condition of acceptance of a grant that:

- a. “Bungay Town Trust” support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, media releases and leaflets.
- b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
- c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
- d. When making a grant the Trust may attach the condition that, at the conclusion of the project, the recipient provides the Trust with an “Outcomes and Impact Statement”. If this condition applies, the statement must be provided to the Trust within 3 months of completion of the project. In all other cases, where this condition is not made, the recipient must advise the Trust that the project is complete within 3 months of completion.
- e. Where a grant is made by the Trust and the recipient fails to complete the project or activity or fails to comply with the Trust's conditions relating to the funding, the Trust will take steps to recover this funding.
- f. Grant recipients must make available, upon request by the Trust, project photographic opportunities for display on the Trust's website or as Trust media releases. These may feature Project and Trust representatives and accompanying descriptive text.

7.0 What factors will be considered as part of the decision making?

The following are among those matters which are likely to be taken into account:

- a. General eligibility (see sections 2 and 3 above)
- b. Organisational credibility

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- c. Impact on identified local need
- d. Community support
- e. Value for money
- f. Any match-funding and other efforts to self-fund the project
- g. Social, environmental or economic impact
- h. Community involvement
- i. Likely effectiveness
- j. Soundness of the business or project plan and or costings
- k. Added value and Sustainability.
- l. Where practical and subject to securing value for money, project goods and services should be procured from businesses based in Bungay.
- m. Evidence of robust and transparent arrangements for governance, financial management, monitoring and evaluation of the project or services.

8. Factors to be considered when making an application.

- a. All applications must be accompanied by completed application form.
- b. All applications must be accompanied by the most recent audited accounts or having been subject to independent review if appropriate.
- c. Details of account balances at the date of the application together with details of significant expenditure not related to the application, to be met from funds held, in the next twelve months.
- d. Supporting documentation relating to the application, including a budget and where appropriate quotations or estimates relating to the anticipated project expenditure.
- e. Newly formed organisations or initiatives, who are unable to supply accounts, will not be able to comply with sections paragraph “b”. They are, however, required to supply the other documentation referred to in paragraphs “a, c, and d”.

9. When Will Decisions Be Made?

- a. Applications will be considered at the quarterly meetings of the Trust’s Finance Committee. Grants that are for more than 15% of the grant budget for the year, then have to be ratified at the next Full Trust meeting before they are approved.
- b. Applicants will be notified in writing of the outcome of their application at the earliest opportunity.

10. Publicity & Transparency

- a. The Town Trust will publicise the availability of grant aid widely throughout the community.
- b. The Trust will report annually and publicly on the total it has spent on grants in a financial year and list the groups in receipt of a grant and the use made of grants.

11. Risk Management and review

- a. The Trust will review its grant budget and grant awarding criteria annually.
- b. The Trust will welcome any feedback on its grant awarding procedure.