



LEEK TOWN COUNCIL

COMMUNITY GRANTS APPLICATION POLICY

Approved 17th February 2026

1. INTRODUCTION:

- 1.1 This policy outlines the application process for Community Grants awarded by Leek Town Council on an annual (or biannual when possible) basis.
- 1.2 Applicants are required to submit the appropriate form to the Council by the end of April (or September if funds permit), to be considered by the Tourism, Events and Community Committee at its May meeting and funding to be approved at the following meeting of the General Purposes Committee.

2. OBJECTIVES OF THE POLICY:

- 2.1 Voluntary and Community organisations are invited by Leek Town Council to apply for grants to support projects and initiatives that enhance the well-being of the community. Grants are funded from the precept charged to residents of Leek and must be used wisely for the benefit of local residents.

3. ELIGIBILITY:

- 3.1 Applications must show how the grant will benefit the local community, the town or its environment and grants will be awarded based on need, merit, and contribution to the local community.

- 3.2 Grants will not be awarded to individuals; organisations involved in political activities; profit making companies; statutory bodies; projects that only benefit adherents to a particular religious belief. (Applications are welcomed from religious or faith groups for projects that benefit the wider community)
- 3.3 Applicants which are not registered charities or social enterprises will be asked to provide the name of a Leek Town Councillor who is willing to recommend the application.
- 3.4 Successful applicants will need to provide feedback on how funds have been expended and how successful the project has been.

4. PROVISIONS:

- 4.1 The application form will require:
- Name of organisations
 - Name of applicant
 - Position of applicant in organisation
 - Contact details
 - Purpose of organisation and the work it undertakes
 - Status of organisation (eg charity, social enterprise) with registration number if applicable
 - Councillor recommending applicant (if not registered charity/social enterprise)
 - Purpose of grant (ie of the organisation or the specific project) – start with brief title for application
 - Amount applied for (normally between £200 and £500)
 - Who will benefit from the grant
 - Other grants received or applied for this purpose
 - Upload your latest certified accounts or a recent bank statement
 - Any other supporting information and/or explanation why specified questions cannot be answered
- 4.2 The applicant must state at the end of the form **‘I declare that the information given in this application is true to the best of my knowledge’**