



BATH – ALKMAAR TWINNING ASSOCIATION

Reverend Martin Broadbent ~ Chairman

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GRANT APPROVAL PROCEDURE

When a Committee Member receives an oral request for a grant from the Bath - Alkmaar Twinning Association, he or she will ask the Secretary to send an 'Application for Grant' form to the applicant.

When a Committee Member receives a written application for a grant from the Bath – Alkmaar Twinning Association, the application will be forwarded to the Chairman.

The Chairman will decide which Committee Member will liaise with the applicant. That Committee Member will make contact with the applicant and request any further information that the Chairman requires.

The Chairman through the Secretary will copy the application to all Committee Members for comment.

The Treasurer will provide Committee Members an up-to-date statement of funds and any history of grants made to the applicant. He will also suggest the amount of the grant taking into account the rules and guidelines as set out in the attached March 2017 addendum.

The liaising Committee Member will determine the date when the funds are requested.

If a decision is required prior to the next Committee Meeting, the Chairman will seek a consensus without holding a meeting or call a Special Committee Meeting in order to reach a decision.

Otherwise the application will be discussed at the earliest Committee Meeting.

The Chairman will ask either the Secretary or liaising Committee Member to inform the applicant of the decision.

ADDENDUM TO THE GRANT APPROVAL PROCEDURE (March 2017)

RULES AND GRANT GUIDELINES

Rules for Grant Approval

1. To qualify for grant support, the recipient must be a current paid up member of the Association
2. Committee members are required to declare an interest, take no part in the approval process and to receive no greater personal benefit than any other member of a group receiving the grant.
3. The following table is to be used to assess the level of funding to be offered

BATA Grant Guidelines

Suggested maximum grants in £s.

	Group Numbers				
	single	2 to 5	5 to 10	10 to 25	over 25
Age group					
under 16	200	300	400	500	600
16 to 25	100	150	200	250	300
over 25	50	75	100	125	150
mixed ages	100	150	200	250	300

2017

March