

# WINSLOW TOWN COUNCIL



## Grant Policy

### GENERAL

1.1 The contribution made by the many organisations and individuals to the well being of the local community is recognised by the Council as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create benefits for the residents of Winslow that are not, as a matter of course, funded by the Council.

1.2 These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you complete the application form. It is important that you provide the total cost of the project, how it will be funded in total and a timescale for the project.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

1.4 The Council will allocate an amount for the funding of grants each year when setting the precept. The maximum amount that can be awarded is the amount applied for but it may be considered appropriate to make an award of a lesser amount and grants will normally not exceed £1,500. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from the Clerk on these matters.

1.5 The scheme provides start-up awards for new, as well as grants for existing, organisations.

1.6 Grants are awarded regularly throughout the year and normally quarterly but the timing will be at the discretion of Council.

### CONDITIONS OF FUNDING

2.1 Applications will be considered from individuals as well as organisations. Applications will be considered for day-to-day running expenses and individual projects.

2.2 Applications WILL NOT be considered from:

- Organisations which in the view of the Council appear to be intending to support or oppose any particular political party or any political or similar objective.
- Organisations which discriminate on the grounds of race, age, disability, sexual orientation, religion or belief.
- Private organisations operated as a business to make a profit or surplus
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2.3 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specific local project.

2.4 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.5 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Town. Such applications cannot be considered where the project is a statutory duty of the applicant

2.6 An organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership or similar rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals may be requested to provide references to back their application.

2.7 All applications must demonstrate clearly how a grant will be of benefit to the local community within the Town.

2.8 An organisation may be required to submit accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

2.9 An organisation is required to have a bank account in its own name . Payment of the grant, if awarded, will be made to that account only

2.10 Commitments to award grants in future years will be made only in exceptional circumstances. In all other cases a fresh application will be required on each occasion a further grant is sought.

2.11 Each application (including a second or subsequent application) will be assessed on its own merits and will be considered along with other applications at a meeting of the Finance and General Purposes Committee of the Council who can also approve grants up to £1,500 or in the case of grants exceeding £1,000 will recommend them to the Council. The Committee will take into account the amount and frequency of previous awards.

2.12 Due account will be taken of the extent to which funding has been sought or secured from other sources and the applicant’s own fund-raising activities.

2.13 The Council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

V24.1

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