

# WADEBRIDGE TOWN COUNCIL



## GRANT POLICY & APPLICATION FORM

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# WADEBRIDGE TOWN COUNCIL

## TOWN COUNCIL GRANT POLICY & APPLICATION FORM

	Page
<b>CONTENTS</b>	
<b>Introduction</b>	<b>2</b>
<b>Conditions of Grant Funding</b>	<b>2</b>
<b>Grant Award Procedure</b>	<b>3</b>
<b>Grant Applications</b>	<b>3</b>
➤ <i>Procedure for successful applicants</i>	<b>4</b>
<b>Appendix A – Grant Application Form</b>	<b>5</b>

## 1. INTRODUCTION

- 1.1 A grant is any payment made by the council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.
- 1.2 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by Wadebridge Town Council (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 opportunities for the **residents of Wadebridge** that are not, as a matter of course, funded by the Council.
- 1.3 The organisation applying for a grant must be based in Wadebridge and must be able to demonstrate that it benefits a number of people living in the community of Wadebridge and how.
- 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 There is no set budget each year and guidance will be given to applicants as to how much money may be available in a specific financial year. It is unlikely that the amount for any individual award would exceed £500.
- 1.5 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 Council staff on these matters.
- 1.6 An award of grant may provide for start-up awards for new organisations as well as grants for existing organisations. Each grant application will be considered on its own merit.
- 1.7 Grants will be paid quarterly in line with the quarterly grant application process. Please refer to the grant application form for further information and also be aware of the dates of Finance & General Purposes Committee meetings.

## 2. CONDITIONS OF GRANT FUNDING

- 2.1 Grant applications will only be considered if submitted on a Grant Application form with the required supporting documentation.
- 2.2 The grant scheme is unable to support costs of a routine nature or hospitality. Grants will not be awarded to meet salary costs.
- 2.3 Grants can be used for capital projects (e.g. lasting assets) or for the running costs of an event.
- 2.4 Applications **WILL NOT** be considered from:
  - Organisations intending to support or oppose any political party or to discriminate on the grounds of race or religion.
  - 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.

- 2.5 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 specified project.
- 2.6 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.
- 2.7 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 Wadebridge.
- 2.8 The organisation applying for Grant funding will normally be expected to have clearly written aims and objectives, a written constitution and membership 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 should include references to back their application.
- 2.9 The Town Council will only accept applications from Community groups and organisations within the Parish of Wadebridge for grants that, in its opinion, are in the interests of, or will directly benefit all or a portion of, the Parish and its inhabitants.
- 2.10 The application must demonstrate a clear financial need for the grant and must demonstrate clearly how a grant will be of benefit to the community of Wadebridge.
- 2.11 An organisation is required to submit audited accounts or 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.
- 2.12 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- 2.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 2.14 A grant award made in previous years does not guarantee a repeat award to be made. Each application is considered independent of previous years' awards.
- 2.15 Each application will be assessed on its own merits and will be considered along with other applications at a quarterly meeting of the Finance & General Purposes Committee of the Council. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.
- 2.16 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council.
- 2.17 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

### **3. GRANT AWARD PROCEDURE**

- 3.1 The Town Council assigns responsibility for grant distribution to the Finance & General Purposes Committee. This Committee meets four times a year in June, September, November and February to consider applications, working to a pre-determined criteria.
- 3.2 The dates for these meetings will be posted on the Town Council's website, Facebook page and on the noticeboard outside the Town Hall. Meeting dates are available from the Town Council's website: [www.wadebridge-tc.gov.uk](http://www.wadebridge-tc.gov.uk) or by contacting the office on 01208 817082.
- 3.3 Grant applications should be submitted to the Town Council **at least 14 days prior to the date of the relevant Finance & General Purposes Committee meeting.**
- 3.4 Once submitted to the Town Council, all applications will be scrutinised by the Finance Department using the grant application assessment to assist Members in reaching their decision.
- 3.5 Each grant application received will be considered at the Finance & General Purposes Committee meeting with applicants/a representative required to attend to respond to any questions. The grant application will only be considered if a representative is in attendance at the meeting.
- 3.6 Retrospective grant applications will not be considered.

### **4. GRANT APPLICATIONS**

- 4.1 Grant application forms are located on the Town Council website. The Town Council office can also be contacted and an application form can be sent to the applicant.
- 4.2 ***Procedure for Successful Applicants***
  - i. Grant awards will be paid out quarterly, on provision of evidence that the funds will be used for the purpose stated.
  - ii. The Council will issue a letter to all successful grant applicants requesting evidence of how the grant award has been utilised. In all cases, a written account of how the grant has been used shall be provided by the applicant to the Council, within 3 months.
  - iii. All beneficiaries must provide proof of expenditure to the Council where practical.
  - iv. The Council reserves the right to request the return of any grant if there is evidence that it has not been used for the purpose specified on the application form.
  - v. Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material.
  - vi. Successful applicants are required to attend the Annual Town Meeting in April and give a short report on the use of the grant received.

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## Wadebridge Town Council Grant Application

Closing Date for the application is

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To be considered at the Finance & General Purposes meeting on

.....

*(Please contact the Town Council office to find out the next deadline as grants are discussed by the Council quarterly)*

### **Notes to Application Form**

- When completed please return this form to the Finance Officer at [finance@wadebridge-tc.gov.uk](mailto:finance@wadebridge-tc.gov.uk)
- If you wish to discuss your application or require assistance, please contact the Town Clerk or Finance Officer;
- Successful applicants will be required to submit a short report outlining the use made of the grant within 3 months of the project's completion. This is a condition of the grant award. The Council reserve the right to request repayment of the grant if this condition is not met. *(this will also be included in the letter issued to groups to inform them that they have received a grant award).*
- The Town Council's name and logo must be used in any publicity material associated with the event. The logo will be issued to successful applicants as part of the award letter *(this will also be included in the letter issued to groups to inform them that they have received a grant award).*

## Wadebridge Town Council Grant Application

Name of individual/organisation or group

.....

Where is the organisation based?

.....

Age range for services provided

.....

Is your organisation a registered charity? Yes / No

Is your organisation affiliated to a national organisation?

.....

Please briefly describe the aims of the organisation

.....

Please explain how will this Grant benefit residents living in Wadebridge?

Please briefly describe the aims of the organisation and give details of how it benefits the local community:

Please list the organisation's current activities and proposals for the next 12 months:

**DETAILS OF GRANT REQUESTED:**

For what purpose is the grant required?

Have you applied to the Town Council for funding previously? If so, please provide details.

How much grant are you requesting?

When will the grant be used?

If the grant is required to assist with the general running costs of the event– please provide the associated costs of the event and confirm dates of the financial year relative to your application.

From:

To:

**Or** if the grant is required to finance a specific project or purchase, please give details including the total estimated cost of the project and/or equipment

**OTHER FUNDING:**

Has your organisation approached any other funders for assistance during the past year?

Please give details below if applicable:

<b>Funder Name</b>	<b>Amount applied for</b>	<b>Funding approved (Y/N)</b>
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**PAYMENT DETAILS**

If your grant application is successful, please provide bank details of the organisation to whom payment should be made:

Sort Code:

Account Number:

Name of treasurer of your organisation:

.....

**CONTACT:**

Please provide details of the person with whom this application can be discussed, if necessary

**Name:**

**Position held in organisation:**

**Address:**

**Telephone/mobile number**

**FINANCIAL INFORMATION:**

Please include with your grant application a copy of the most recently audited accounts or, if this is not available, please supply a breakdown of your organisation's current financial position

**DECLARATION**

- The information given in the application and supplied with it is to the best of my knowledge true and accurate.
- Any financial assistance awarded will be spent for the purposes requested.
- I understand that copies of application forms and other supporting documentation will be available to officers and councillors of Wadebridge Town Council.
- If any grant awarded is not used for the purpose approved, I understand that the grant will be required to be returned to the Town Council.

Signed for an on behalf of the organisation

Date .....

Name .....

Position held in organisation .....