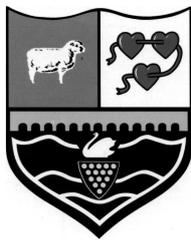


# **WADEBRIDGE TOWN COUNCIL**



## **GRANT DISTRIBUTION POLICY**

Adopted at: Finance & General Purposes Committee on 7 December 2015

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Policy Review Date: December 2016

# WADEBRIDGE TOWN COUNCIL

## GRANT DISTRIBUTION POLICY

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## **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 These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you contact the Town Clerk for an application form.
- 1.4 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.
- 1.5 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 a maximum of £500.
- 1.6 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.
- 1.7 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.
- 1.8 Grant applications are considered, and grants awarded or declined, by the Finance & General Purposes Committee on a quarterly basis in the months of June, September, November and February. These meetings are held on the first Monday of the month.
- 1.9 Grant applications are required to be returned to the Council for consideration at the quarterly Finance & General Purposes Committee meetings approximately 2 weeks prior to the meeting date.
- 1.10 Grants will be paid quarterly in line with the quarterly grant application process. Please refer to the grant application form for further information and note 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.
- 2.3 Applications **WILL NOT** be considered from:
  - Organisations intending to support or oppose any particular 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.
- 2.4 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.
  - 2.5 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.
  - 2.6 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.
  - 2.7 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.
  - 2.8 All applications must demonstrate clearly how a grant will be of benefit to the community of Wadebridge.
  - 2.9 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.
  - 2.10 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
  - 2.11 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
  - 2.12 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 take into account the amount and frequency of previous awards.
  - 2.13 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.
  - 2.14 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

### **3. GRANT APPLICATIONS**

- 3.1 To apply for a grant in the first instance the Town Council office should be contacted and an application form will be sent to the applicant. Grant application forms can also be located on the Town Council website.

### 3.2 ***PROCEDURE FOR SUCCESSFUL APPLICANTS***

- a) Grant awards will be paid out quarterly, on provision of evidence that the funds will be used for the purpose stated.
- b) In all situations a written account of how the grant has been used shall be submitted by the applicant to the Council with a copy of the invoice for the monies spent.
- c) In the case of organisations, end of year accounts shall be submitted to the Council clearly defining how the award has been used.
- d) Individuals must provide proof of expenditure to the Council where practical.
- e) 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.
- f) Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material – wherever possible.