

Winterton Town Council Grants and Donations Policy

Policy Overview

Winterton Town Council is funded by the residents of Winterton and therefore has only limited funds available to assist community organisations that are located and working in Winterton or groups whose services are used by people in Winterton.

Subject to funding being available, Winterton Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Winterton residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Winterton Town Council.

This policy covers the awards of small grants usually no more than £500. Should a group wish to apply for more significant funding this will be considered by the Town Council as part of the precept process when setting a budget for the next financial year. Therefore such a bid must be made to the Clerk by October 31st and any successful applicant will be paid in the next financial year (i.e. after April 1st the following year). The general principles set out below shall apply also for larger grant applications.

The Town Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Winterton. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Winterton or will benefit the environment of Winterton.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

The Aims of the Council's Grant Making Policy

Winterton Town Council may provide grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.

- To ensure that there is equality of access and opportunity for all Winterton residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

The Town Council defines a voluntary group or community group, as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

General grant conditions

- Small grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from Winterton Town Council and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

The Grants Process

To apply for a Town Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Winterton. All funding requests must use our application form and applicants should provide all information requested.

The amount of money available for small grants varies each year, depending on the overall council budget.

Winterton Town Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Winterton and the impact the grant will make.
- Evidence of a well managed group including previous experience and track record or level of need if it is to support a start up.
- Financial sustainability and viability of group and/or project.
- Evidence of partnership working (where applicable).
- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.

Winterton Town Council will not fund the following:

- Organisations that do not provide a service to the community in Winterton.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

How to apply

Application forms can be downloaded from the council website site www.wintertoncouncil.co.uk or requested from the council office.

Applications must be submitted with the following documents:

- A copy of the most recent audited accounts, including an up to date balance sheet
- A copy of the constitution or rules of the group
- Proof that the group has a bank account with two signatories.
- A 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.

Decision Making Process

All applications will be considered at by the Policy and Finance Committee and recommendations submitted to the Full Town Council for approval.

When considering an application, the committee will consider:

- Budget availability
- Location of Group/Organisation
- The number of residents that will benefit from the Grant/Donations
- Impact/Benefit to the local community
- Previous Grant/Donations awarded in the past 3 years.

Notification

All applicants will be notified within 2 weeks of the Full Council meeting on the decision.

All Grants/Donations awarded will be paid directly into the organisations Bank Account using the BACs system within 1 month of the decision being made.

Any groups/organisations whose application was declined can re-apply once the requirements have been met. If the application was declined due to available budget, then the application may be submitted at the start of the new financial year.

Annual Grants/Donations

Groups/Organisations may apply for an Annual Grant using the same application method. Grants may be awarded annually for 3 consecutive years, after which the application must be re submitted prior to the end of December in the 3rd year.

Adopted: January 2016

Agenda item: 1602/4