



ALCESTER TOWN COUNCIL

Grants Policy and Process

Policy Statement

A Grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.

1. Policy

Alcester Town Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit Alcester by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting **Alcester in a positive way**

The organisation must be either non-profit making or charitable. Grants will not be made to individuals. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

2. Process

- 2.1. The Grants budget will be set annually as part of the general budget setting process.**
- 2.2. Applications will be invited by the first Tuesday in March in each financial year for consideration by the Community Care Committee.**
- 2.3. The scheme will be publicised through its Newsletter, web-site, social media and press.**
- 2.4. Organisations will not automatically be written to on the basis of previous expressions of interest.**
- 2.5. Applicants will be required to complete an application form and return it to the Town Clerk by a given date.**
- 2.6. Organisations will be required to provide a copy of their previous two years accounts or for new initiatives, a budget forecast.**
- 2.7. Organisations will be required to provide a copy of their written Constitution, should they have one, together with details of their aims and purpose; project or activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding**
- 2.8. The Community Care Committee will make the decision on which grants to award.**
- 2.9. All applicants will be contacted following the Council's decision.**

3. Grants

- There is a limited budget each year and guidance will be given to applicants as **to how much money is available in a specific financial year.**
- All questions on the application form should be fully answered and additional **appropriate information, which supports an application, should be provided.**
- The administration of and accounting for any Grant shall be the responsibility of the recipient. **Monies should be spent within 12 months of receiving the grant.**

- **ATC reserve the right to follow up on how the money has been spent**

CONDITIONS OF FUNDING

- Applications WILL NOT be considered from Private organisations operated as a **business to make a profit or surplus**
- Applications WILL NOT be considered from “Upward funders”, ie local groups **whose fundraising is sent to their central HQ for redistribution.**
- 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.**
- 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.**
- All applications must demonstrate clearly how the grant will **be of benefit to the local community within the Parish.**
- An organisation is required to **have 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 may be required.**
- An organisation is required to have a bank account in its own name with two **authorised representatives required to sign each cheque.**
- Ongoing commitments to award grants or subsidies **in future years will not be made. A fresh application will be required each year.**
- Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Council’s **Community Care Committee.**
- **To ensure as fair a distribution as possible, the Committee will take into account the amount and frequency of previous awards.**
- The **Community Care Committee may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.**
- Nothing contained herein shall prevent the Council from exercising, at any time, **its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of Section 137.**

Updated policy approved at Community Care Committee 16th January 2018