



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 of community members
- 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 for consideration by the Community Care Committee in two phases. 40% of the total fund will be released for specific projects that can be delivered despite Covid-19 restrictions with a closing date of Friday 26 March 2021. Applications for the second phase will be invited by Friday 30 July 2021.
- 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 may be required to provide a copy of their previous two years accounts or for new initiatives, a budget forecast.
- 2.7. Organisations may 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. Applicants from the first phase will be contacted after the Mayor Making in May when the awards will be announced. Applicants in the second phase will be contacted in early September.

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.
- An end of grant statement will be returned to ATC confirming details of expenditure.

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.

Updated policy approved at Community Care Committee on 16 February 2021

Chair of Community Care Committee

K Cargill