

ALCESTER TOWN COUNCIL

Grants Policy and Process 2023

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 small 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 Grants Working Group by 31st March 2023. The Working Group will consider applications during April 2023.
- 2.3. The scheme will be publicised through the Newsletter, web-site, and social media.
- 2.4. Organisations will not automatically be contacted about the grant scheme 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 the 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. Full Council will make the decision on which grants to award (on the recommendation of the Working Group) and its decision will be final.
- 2.9. Applicants will be contacted after the Mayor Making in May when the awards will be announced.

3. Grants

- 3.1 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.
- 3.2 The Town Council expects most grant applications to be in the region of £500 - £1000 and will not normally award more than £1500 to any organisation.
- 3.3 All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 3.4 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.5 Monies should be spent within 12 months of receiving the grant.
- 3.6 The Town Council reserves the right to contact recipients to confirm details of expenditure.

4. Conditions of Funding

- 4.1 Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 4.2 Applications will not be considered from "Upward funders", ie local groups whose fundraising is sent to their central HQ for redistribution.
- 4.3 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.
- 4.4 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.

- 4.5 Town Councils are not permitted to make grants towards the upkeep, repair or maintenance of church buildings.
- 4.6 All applications must demonstrate clearly how the grant will be of benefit to the local community within the Parish.
- 4.7 An organisation may be requested to supply 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.
- 4.8 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- 4.9 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.10 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the Community Grants Working Group
- 4.11 To ensure as fair a distribution as possible, the Working Group will take into account the amount and frequency of previous awards.
- 4.12 Full Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

Updated policy approved at Finance and General Purposes Committee on 31st January 2023

Approved by Full Council on 7th February 2023

Review due February 2024