

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



POLICY FOR AWARDING GRANT AID TO LOCAL ORGANISATIONS

1. Introduction

Faringdon Town Council budgets a sum of money, each year, for disbursement of grants to organisations and activities which contribute constructively to the quality of life in our town. These grants are limited. Therefore they can only be made available to organisations that can demonstrate a need for assistance within our parish boundary and, generally, are not a statutory charge on other local or central government departments. Our main objective is to assist and facilitate projects that reach, engage with and support as many Faringdon people as possible.

The Council will:

- Publicise grant- aid and deadlines on the website, in the newsletter and on social media
- Review the grant budget annually
- Periodically review the criteria for awarding grants

2. Grant Criteria

Faringdon Town Council will use the following criteria when assessing applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy
- Level of benefit to Faringdon residents and the impact the grant will make
- Evidence of a well-managed group, to include: constitution, track record and membership of a professional body
- Financial sustainability and viability of group and/or project
- Evidence of partnership working
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions

3. Type of organisation and locality

- a. Applications will only be accepted from charitable and non-profit making organisations. The council regrets that applications from commercial organisations will not be considered.
- b. Organisations applying should be local to Faringdon, or if outside the boundary, be of significant benefit to the town and its residents.
- c. Faringdon Town Council acknowledges that new community organisations may experience difficulties obtaining funding from other sources; the Council will therefore give special consideration for grant aid to such groups.

- d. The Council is prevented by statute from giving financial assistance to an individual, to charities operating overseas or to a fund established to help persons outside the UK.
- e. Only if sporting organisations can demonstrate that they have been unsuccessful in obtaining funding from their national bodies or the Vale of White Horse District Council will Faringdon Town Council consider their application.
- f. Organisations should be members of a professional body relevant to their sector.

4. Types of financial assistance considered

The Council would prefer to provide financial assistance towards the following:

- a. Specific projects
- b. Purchase of equipment
- c. Funding towards the facilitation of groups and community events
- d. Funding towards initiatives that tackle specific issues or concerns in our community

FTC will also support ongoing revenue costs if the organisation can demonstrate its lack of funds and the adverse effect on the town and its residents if the organisation is unable to continue or is hampered by lack of funds.

Assistance in kind, such as use of rooms at a reduced or free rent, will also be considered within the terms of this policy.

5. Supporting Documentation Required

To ensure that fair and proper consideration can be given to all requests, the Council requires the following items to be submitted to the Town Clerk by the deadlines explained in section 6 below:

- A completed application form
- The most recent set of accounts
- A financial projection or budget for the period following the accounts
- Any additional information the organisation considers would support its application
- Constitution or aims and objectives
- Equal Opportunities statement
- Data protection policy
- Safeguarding policy
- Proof of affiliation to a professional sector body

If the organisation is a new entity with no accounts available, it must provide a business plan, stating its aims and objectives along with a financial projection for at least the current financial year.

6. General Conditions

- a. Organisations are, normally, restricted to one grant application per year.
- b. Grants are intended for funding and financial assistance for Faringdon residents, or initiatives which benefit Faringdon residents.

- c. Grants should be spent both within the year and for the purpose for which they have been given.
- d. Grants cannot be made to cover money already spent.
- e. The grant given in one year does not set a precedent for subsequent years.
- f. The Council reserves the right to request a copy of invoices and/or other documentation as evidence the expenditure has been incurred.

- g. Organisations are required to provide the Council with a written report, as agreed, to demonstrate how funds were expended. On completion of the funding period, benefiting organisations will be required to submit a summary of the project including objectives achieved and participation metrics. This is a condition of accepting the funds.
- h. Grants can only be paid to an account in the name of the organisation, not to an individual's bank account.
- i. If the organisation is dissolved the Council would expect any unspent part of the grant awarded to be reimbursed.
- j. Any unspent grant must be reimbursed to the Council – grants must not be re-gifted as charitable donations.
- k. Organisations will be expected to publicise that grant-aid was provided by the Council using appropriate logos on any promotional material.
- l. National appeals cannot be considered as they are, regrettably, outside the scope of the Town Council's grant scheme.
- m. Where funding has been awarded, a representative of the Council may visit the activity before, during or after the funding period.
- n. Where a grant has been awarded through this scheme, funding may not also be applied for from any other Council grant scheme for the duration of the funding period.

7. **Application Deadlines**

Grants will be considered at Grant Sub Committee meetings and approved by the Finance and Audit Committee. The deadline for first time applicants is **12 noon** on the following dates:

- 20th March 2021
- 21st June 2021
- 20th September 2021
- 8th November 2021
- 21st March 2022

Applicants will be advised within 4 weeks of the above dates if their application has been successful or not.

Annual and repeat grants may be considered as part of the precept setting process. The deadline for annual and repeat grants to be considered as part of this process is:

12 noon on 30th September

Repeat and annual applicants, considered in this way, will be advised within 4 weeks following the first Grants meeting of the new financial year.