

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



POLICY FOR AWARDING GRANT-AID TO LOCAL ORGANISATIONS

1. Introduction

Each year, Faringdon Town Council budgets a sum of money for the disbursement of grants to organisations /activities which contribute constructively to the quality of life in our town. These grants are limited and, therefore, can only be made to organisations that can demonstrate a need for financial assistance to provide goods or services within our parish boundary and, generally, do not have a statutory charge on other local councils or central government departments. The Council is aware that new community organisation may experience difficulties obtaining funding from other sources, and it will, therefore, give special consideration for grant-aid to such groups.

In order to manage the grant budget Faringdon Town Council will:

- Publicise the availability of grant-aid widely, particularly in advance of the application deadlines.
- Annually review the grant-aid budget
- Periodically review the criteria for awarding grants.

2. Organisations to be considered for support

- 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. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to funds established to help persons outside the UK.
- c. Applications by sporting organisations will only be considered if they can demonstrate that they have been unsuccessful in obtaining funding from their national bodies or the District Council.
- d. Organisations applying should be based in Faringdon or, if from outside the parish boundary, their activities must be of significant benefit to the Town and its residents.

3. Types of financial assistance considered

- a. The Council would prefer to provide financial assistance towards specific projects or purchases of equipment.
- b. However, applications will be considered if the applicant can demonstrate there will be an adverse effect on the Town and its residents if its activities are seriously affected by lack of funds.
- c. Assistance in kind, such as use of rooms at a reduced or free rent, will also be considered within the terms of this policy.

4. 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 5 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

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

5. Application Deadlines

- a. Annual and repeat grants of over £500 will be considered as part of the precept setting process. The deadline for these applicants is: **12 noon on 30th September** for grants required in the following financial year. Applicants will be advised if their application has been successful or not within 4 weeks following the first meeting of the new financial year.
- b. Grants will be considered by the Grants Awarding Committee in April, October and an additional meeting in February (if budget allows).
- c. The deadline for applicants is **12 noon on: 31st March and 30th September**. The deadline for the additional meeting will be **31st January** (if budget allows).
- d. Applicants will be advised if their application has been successful or not within 4 weeks of the above dates

6. General Conditions

- a. Organisations are, normally, restricted to one grant application per year.
- b. In most cases the grant awarded will not exceed 50% of the total required.
- 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 within 12 months of the award date to demonstrate how funds were expended.
- h. If the organisation is dissolved the Council would expect any unspent part of the grant awarded to be reimbursed.
- i. Any unspent grant must be reimbursed to the Council – grants must not be re-gifted as charitable donations.
- j. Organisations will be expected to publicise that grant-aid was provided by the Council using appropriate logos on any promotional material.
- k. National appeals cannot be considered as they are, regrettably, outside the scope of the Town Council's grant scheme.

7. Sustainability

FTC requests applicants to consider what steps they can take to create positive environmental impacts and reduce negative environmental impacts through their grant-funded project. Where possible, applicants should:-

- use local suppliers
- use recycled and environmentally friendly materials
- recycle their waste
- inform FTC about the environmental measures that will be implemented

FTC encourages applicants to review their [Climate Action Plan](#), and for this to serve as parameters for grant applications.