

WITNEY TOWN COUNCIL

POLICY FOR AWARDING GRANT-AID TO LOCAL ORGANISATIONS

The Town Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of the Town. These grants are limited and can, therefore, only be made available to those organisations that can demonstrate a need for assistance within the above Town limitation, and generally are not a statutory charge on other local, or central, government departments.

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted to the Town Clerk:

- A completed application form – see 3 below for deadlines
- The most recent full set of accounts available
- A financial projection or budget for the period following the accounts
- Any additional information the organisation considers will support their application for grant-aid.

If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year.

APPLICATIONS WILL BE CONSIDERED FOR GRANT-AID UNDER THE FOLLOWING CRITERIA:

1. Type of Organisation & Locality:
 - 1.1 Applications will only be accepted from Charitable and/or non-profit-taking organisations; the Council regrets therefore that applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme.
 - 1.2 Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the Town and its residents
 - 1.3 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
 - 1.4 Only if sporting organisations can demonstrate that they have been unsuccessful in obtaining funding from their national bodies or West Oxfordshire District Council will Witney Town Council consider their application for grant-aid.

- 1.5 Schools and educational establishments may apply to the Town Council for assistance but must demonstrate that community engagement has taken place to support their application.
2. Type of Financial Assistance:
 - 2.1 The Council would prefer to provide financial assistance towards specific projects or purchases of equipment, however it will also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Town and its residents if the organisation are unable to continue or are hampered by lack of funds;
 - 2.2 The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of grant-aid.
3. Deadlines:
 - 3.1 The deadline for receipt of applications is 12 noon on:

2 weeks before the policy, Governance and Finance Committee (the grant decision making committee) for each cycle of meetings. These dates are provided on each current year's form.
 - 3.2 Applicants will be advised approximately 4 weeks after the above dates whether their application has been successful or not.
4. Exclusions

The Town Council will *not* fund the following: -

 - 4.1 An application where the *sole* aim is to raise money for charity or to distribute money to others, whether they be individuals or organisations. Any charity that may benefit as a result of a grant application should be listed in the application. However, the Town Council may fund an event raising money for charity if the event has benefit to the community.
 - 4.2 An application that aims to support or promote the religious/political beliefs/interests of an individual or organisation. Applications must demonstrate that the project will be of benefit to the wider community. However, this does not necessarily exclude activities on the premises of or organised by a particular religious/faith group or political party.
 - 4.3 An application for maintenance costs for buildings or equipment. We will consider applications to improve or modify buildings.
 - 4.4 An application in relation to the provision of food or hospitality.

- 4.5 An application to fund the salary of a project organiser. Witney Town Council may fund the cost of an entertainer at an event but not the salary of the producer/director of the event.
5. General:
- 5.1 The maximum amount that can be applied for is £500.
- 5.2 Applicants can only apply once in any 12-month period.
- 5.3 Grants should be spent within the year, for the purpose for which they were given.
- 5.4 Grants cannot be made to cover money already spent.
- 5.5 The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- 5.6 All organisations receiving grant-aid, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
- 5.7 If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
- 5.8 The giving of a grant one year does not set a precedent for another year.
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WITNEY TOWN COUNCIL: INTERNAL POLICY (AIMS & OBJECTIVES)

Witney Town Council acknowledges that new community organisations may experience difficulties obtaining funding from other sources, the Council will therefore give special consideration to applications for grant aid from such groups.

Witney Town Council will also:

- Publicise the availability of grant-aid widely throughout the Town.
- Review the grant-aid budget annually.
- Periodically review the criteria for awarding grant-aid to community organisations.