

# Thame Town Council

## Grant Awards Policy

### 1. Aims

To promote a vibrant and active community in the Parish of Thame, enhancing and maximising the range of services and activities for the Town.

### 2. Legal Powers

Grants may only be allocated where there is a specific power in law to do so. When recommendations are made and a resolution passed to award a grant, the power by which it is awarded must be identified.

Where no specific grant making power exists in other legislation, and where, in the Council's opinion, the grant will benefit its area or any of its inhabitants, the General Power of Competence, Localism Act 2011 will be agreed.

### 3. Panel

The Panel consists of the Mayor, Deputy Mayor and the Chairman of each of the Standing Committees who meet once a year to consider the applications for grant aid.

The funds are modest, so when considering applications the Panel look at how the application benefits the majority of the community.

The Panel presents its recommendation to the Policy and Resources Committee for approval. Subject to timescales endorsement may sometimes go direct to Full Council.

The following criteria are used to assess applications:

- a. Is the organisation in Thame or serves a significant proportion of residents within the parish?
- b. What benefit does it provide to the town and its inhabitants?
- c. Would there be a significant adverse effect if the applicants were unable to continue or were hampered by lack of funds?
- d. Have other sources of funding been secured or being sought for the project?
- e. Is there a more appropriate source of funding the organisation should be directed to, thus relieving the demand on the Council's resources?
- f. Is the application for capital or revenue costs?
- g. If revenue has the organisation received similar funding in the previous few years?
- h. Funding priority will be assessed in the following order:-
  1. Capital Projects
  2. Community Project Seed funding for the first year.
  3. Revenue support –Salaries/staff costs will not be funded.

The Panel may require successful applications to provide progress reports. There may also be a request for a site visits and meetings with the applicants to discuss the viability of the proposed project.

#### **4. Funding Requests**

Applications are only accepted from charitable or non-profit making organisations and grants cannot be awarded to individuals.

Applications are not considered from “upward funders”, i.e. local groups whose fund-raising is sent to the central headquarters for redistribution.

Applications are not considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations.

Applications are not considered for retrospective funding for event/projects that will be completed before the Council’s decision is made (projects that have started will be considered; however, we will not be able to fund any retrospective costs.)

Applications from religious groups are considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs. Applications from education, health or social services establishments are considered where the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.

Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

The maximum funding an organisation can request is 20% of the available budget.

#### **5. Financial Requirements**

Grants may be claimed at any time during the financial year the award is made i.e. April – March. Evidence that the money has been used as specified in the grant application must be provided within the same timeframe.

If a grant exceeds £2,000 the Council will require a written report within twelve months of the date of the grant, this could be in the form of an annual report, presentation or set of accounts.

It is essential that the application include the information and documents requested on the form. In the case of a newly formed organisation they are requested to provide a business plan and budget.

Grants awarded are conditional and may only be used for the specific purpose(s) declared in the grant application, and in accordance with any further conditions detailed in the grant award confirmation letter. If the identified expenditure, project or activity does not proceed, or if any of the conditions cannot be met, the awarded grant must be returned to the Town Council.

#### **6. Publicity**

The Town Council requires acknowledgment of its contribution in any publicity material.

Some grants may be more formally recognised with a presentation from the Town Mayor.