



## WHITCHURCH TOWN COUNCIL

### GRANTS & FUNDING POLICY (18<sup>th</sup> January 2018 amendment)

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
3. The Town Council do not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
4. Request for grant aid will only be considered from the following categories of applicant:
  - A Whitchurch Town-based charity or voluntary group
  - An organisation serving the needs of the citizens of Whitchurch
  - A Whitchurch based club, association, organisation serving a specific section of the community or the community as a whole.
5. Applications will only be considered when made on a formal application form.
6. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Whitchurch Town.
7. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
8. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans.
9. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
10. The Council will not normally fund the whole project.
11. Applicants will be required to state the amount of grant sought from the Council.
12. Where projects cross financials years, the Council may “ring fence” an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a reasonable time.
13. Whitchurch Town Council recognises smaller organisations will need the funding up front to deliver the project and would not be able to run some projects without the money from the grant applied for. If match-funding is stated a being applied for, Whitchurch Town Council will hold the awarded funding until all match-funding has been received by the applicant and proof provided if requested.
14. It is preferred that grant funding is paid via BACS, therefore if your groups is successful with its funding application, we will request your bank details to transfer the payment.
15. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be “pump-priming” to help organisations get established or organisations which deliver a substantial part of the Council’s priorities. Even in these cases, the ability of the organisation to obtain core funding from other sources will be considered.

16. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support “in kind”, rather than provide grant assistance.
17. The Council will advertise its Grant Scheme widely to ensure an equitable distribution of resources.
18. The Council will require as a condition of the grant, that organisations advertise the fact that grant aid has been provided by the Council.
19. All organisation applying for grant funding from Whitchurch Town Council will be expected to attend the Annual Town Meeting in May to give a presentation on how the grant funding has been spent and helped the community of Whitchurch.