



WHITCHURCH TOWN COUNCIL

GRANTS POLICY

Introduction to policy

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”. This policy will apply when considering application for grants.

Policy

The Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- Providing a service
- Enhancing the quality of life
- Promoting the Town of Whitchurch in a positive way

The Town Council will not award grants to:

- Private individuals
- Organisations for commercial purposes
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations; unless for a purpose which does not discriminate on grounds of belief

Only one application for a grant will be considered from any organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Grants will not be made retrospectively.

Application procedure

Applicants are required to submit a completed application form to the Clerk at Whitchurch Town Council.

Assessment procedure

Applications for grants will be considered at the next scheduled Resources and Policy Committee meeting. Applications will be considered on the following basis:

- How well the grant will meet the needs of the community
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How a group is managed
- How the grant positively benefits Whitchurch residents

Grants Policy

Revision: 0

Approved on 05.10.15



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Applicants will be invited to attend the meeting to provide any additional supporting information and answer any questions the Committee might have.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies, must be returned to the Town Council.

The Town Council may request proof of expenditure, and reserve the right to call for accounts from specific organisations requesting a grant. The Town Council may request a report from the applicant on the benefits achieved as a result of the grant.

Recognition of the grant from Whitchurch Town Council must be made in any publicity.



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Grant Application Form

Please complete this form and attach the relevant information and send to:
Whitchurch Town Council, Town Hall, Newbury Street, Whitchurch, Hampshire RG28 7DW
Or email: clerks@whitchurch-hampshire-tc.gov.uk

Name of organisation	
<u>Contact details</u> Name of contact Position within organisation Telephone e-mail	
Is your organisation a Registered Charity? If yes please provide your Charity Number.	
Does your organisation work SOLELY for the benefit of the people of Whitchurch? <ul style="list-style-type: none">• If yes, how many Whitchurch residents benefit on a regular basis from your organisation?• If no, please specify the geographical area that you provide for, and the number of people in Whitchurch that regularly benefit from your organisation.	
Why are you applying to the Town Council for a grant?	
Details of the project for which grant is required including details of the potential benefits for residents of the parish (please use continuation sheet if necessary).	
Total cost of project	
Have any grants been requested from other sources?	
If successful – amount of other grants	
Amount of grant requested from PC	
When are funds required?	

I have read and understand the Whitchurch Town Council Grants Policy and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....Date.....

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