



## STOW ON THE WOLD TOWN COUNCIL

### GRANT AWARDING POLICY

#### Policy

The council has discretionary powers under the Local Government Act 1972 to award grants to a group or organisation that will directly benefit the parish and its residents.

The council will set aside a sum of money for grants as part of its budget each new financial year.

Applicants should clearly demonstrate a clear need for financial support to achieve an objective which will benefit the parish and its residents.

Only one application for a grant will be considered from any organisation/group 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. This will be at the discretion of the council.

Grants **cannot** be made retrospectively.

Organisations/groups will normally be expected to have clear written aims and a separate bank account controlled by more than one signatory.

Applicants may be required to attend the meeting when their application is being considered to answer any questions councillors may have about the project.

Council reserves the right to refuse any grant application which it considers to be inappropriate.

Any grant awarded 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 council. When equipment is gifted to an organisation, the council requires that it be insured and maintained at the expense of the user.

#### Eligibility

- Any local non profit making club, charity, voluntary group or community organisation may apply for a grant
- Applications will not be considered from groups/organisations outside the parish unless there is an obvious benefit to residents, for example, recognised national advice services etc
- All applications must identify how the grant will benefit the local community
- Organisations will normally be expected to have clear written aims and objectives or a written constitution and a separate bank account controlled by more than one signatory

For legal reasons the council cannot award grants to:-

- Individuals
- Commercial organisations
- Activities that are the responsibility of another statutory authority
- Organisations that support or oppose any political party
- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief or age

The list is not exhaustive and may be added to at the council's discretion.

### **Assessment Procedure**

All grant applications will be considered at the same time at the **APRIL** council meeting. All completed application forms must be received by the council **by 31<sup>ST</sup> MARCH** each year.

If any money is left in the budget then new applications will be considered after the April meeting. Grant applications of up to £250 these will be considered by the Finance & general purpose committee at their next scheduled meeting. Applications for grants over £250 will be considered by council at the next council meeting.

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

Council reserve the right to ask for a copy of the last year end accounts to support the application.

### **Application Procedure**

Applicants must complete a grant application form and submit to the clerk.

Once received the application will be acknowledged and if known the date of the meeting when it will be considered will be advised. All applicants will be informed of the decision as soon as possible after the meeting has taken place.

### **After Receiving a Grant**

All recipients of a grant must provide a written report and account for how the grant money has been used within 6 months of receipt of the grant.

Recipients must also acknowledge the support of the council on promotional material and if main sponsor on stationery too.

If you require further information or help with the application form then do contact the clerk.

### **Stow on the Wold Town Council**

Stow Youth Centre, Fosseway  
Stow on the Wold, Gloucestershire, GL54 1DW

**Tel:** 01451 832 585

**Email:** [info@stowonthewold-tc.gov.uk](mailto:info@stowonthewold-tc.gov.uk)

[www.stowonthewold-tc.gov.uk](http://www.stowonthewold-tc.gov.uk)



6.	<b>Total cost of the project?</b>
7.	<b>Amount of grant requested?</b>
8.	<b>When are the funds required?</b>
9.	<b>What is the project timetable?</b>
10.	<b>When will the money be spent?</b>
11.	<b>If the total cost of the project is more than the grant, how will the rest be financed?</b>
12.	<b>Who will benefit from the project?</b>
13.	<b>Give the percentage, or number of residents who will benefit from this project/scheme?</b>
14.	<b>Is the group/organisation's bank account controlled by more than one signatory?</b>
15.	<b>If grant is awarded who should the cheque be payable to?</b>

Please use a separate sheet of paper to submit any other information which you feel will support this application.

I confirm I have read and understand requirements laid out in the council’s Grant Awarding policy document.

**Name of organisation** .....

**Signed**..... **Date**.....

**Return all applications to be sent to the clerk at the following address:-**

**Stow on the Wold Town Council**  
Stow Youth Centre, Fosseway  
Stow on the Wold, Gloucestershire, GL54 1DW  
**Tel:** 01451 832 585  
**Email:** [info@stowonthewold-tc.gov.uk](mailto:info@stowonthewold-tc.gov.uk)  
[www.stowonthewold-tc.gov.uk](http://www.stowonthewold-tc.gov.uk)

<b>Stow on the Wold Town Council use only:</b>	
Application received: .....	Power used .....
F & GP Committee: .....	Council: .....
Grant awarded: .....	Cheque number: .....
Feedback received .....	Date paid: .....