



Wallingford Town Council

Policy and Guidance Notes for Awarding Grant Aid to Local Organisations

(Adopted 21st May 2018)

Introduction

Wallingford Town Council approved a budget of £2,000 for the 2018/2019 financial year to be used by way of grants to aid local organisations for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

The benefit must be commensurate with the amount, cannot be used for individuals and must be separately accounted for.

1. Aims and Objectives

- 1.1 Wallingford Town Council budgets a sum of money every year for grants to organisations and activities to support local initiatives that contribute constructively to, and enhance the life of, the community of the Town, to benefit the people of Wallingford. The Council has a responsibility to distribute grants in a fair and equitable manner to reflect the value of the organisation, services or activities to the residents of Wallingford. To this end the Council will consider only donating to organisations, services or activities which can demonstrate the money will make a real difference to the services that they offer to the Town.
- 1.2 Wallingford Town Council will, review the Grant Aid budget on a regular basis and at least annually, and will review the Policy and application process for grant aid every 2 years.

2. Scope

Organisation and locality

- 2.1 Applications will only be accepted from charitable, voluntary and non-profit making organisation. Application from commercial organisations will not be considered. National appeals, with limited exceptions, are outside of the scope of the Council's Grant scheme.
- 2.2 Organisations should be located within Wallingford Town, or if outside the boundary, their work should be of benefit to the Town and its residents.
- 2.3 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or funds established to help persons outside of the UK.
- 2.4 Wallingford Town Council will determine whether the benefit gained is proportional to the

expenditure and will not fund activities outside of its powers or activities which it considers to be the responsibility of a Statutory Authority.

Type of financial assistance

2.5 The Council may award a grant towards specific projects or purchases of equipment, and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the Town and/or its residents.

3. Application Process

3.1 Grants requests of up to £500 will be considered by the Finance and Properties committee which meets quarterly. Grants over this amount and up to £2,000 will be considered by Full Council which meets bi-monthly. All grants will be authorised by resolution.

3.2 To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted,

- A completed application form describing in details what the Grant Aid will support and identifying how this will benefit the residents of Wallingford.
- The most recent income and expenditure account or in the case of a new venture/initiative, a fully costed current plan with financial information.
- Constitution or rules of the organisation if requested
- Details of any additional funding secured or applied for as well as any fundraising carried out.
- Any additional information the applicant considers will support their application.

3.3 The deadline for receipt of applications is TWO weeks before the date of meeting of the appropriate committee. Dates of meetings are available on the council's website, www.wallingford.co.uk.

3.4 Additional information or clarification may be requested by the committee considering the application before authorisation, which may delay the authorisation of the application.

3.5 The applicant will be advised whether their application has been successful after the committee meeting during which the application was considered.

4. General Conditions

4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council will expect due recognition and advertisement of any Grand Aid awarded.

4.2 Grants will not normally be made for money already spent.

4.3 For grants over £1,500 an organisation is required to provide the Council with a written report within 6 months of receiving the grant stating how the funds were spent and how the residents of Wallingford are benefiting. The Council reserve the right to include this report in the Council's newsletter or however the Council wish to use it. The organisation may also be invited to give a presentation to the Committee or Council.

4.4 Only one grant application will usually be granted in a financial year and the history of previous applications may be considered in the decision-making process.

4.5 If contractors or services are used for any work that is the subject of a grant application, the Council may require sight of estimates.

4.6 Clawback - If the organisation is unable to use the award for the stated purpose, the

Council becomes aware of financial mismanagement or has serious concerns regarding the operation / running of the organisation receiving the award, the Council reserves the right to suspend grant payments and seek repayment of any grants awarded.