



# **GODMANCHESTER TOWN COUNCIL**

## **GRANT AWARDING POLICY**

The Grant Awarding Policy will be signed by the incoming Mayor, and read in conjunction with The Town Councillor's Guide, Town Council Standing Orders and the Code of Conduct .

A handwritten signature in black ink, appearing to read 'D Underwood', with a long horizontal stroke extending to the right.

**Cllr David Underwood  
Town Mayor**

**17 March 2016**

***Godmanchester Town Council is a non-Party Political Body***



**Amendment History:**

<b>Paragraph</b>	<b>Detail</b>	<b>Approval Date</b>
Original	Initial version	21 February 2011
Reviewed	Council Reviewed	17 March 2016



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# 1 GODMANCHESTER TOWN COUNCIL GRANT AWARDING POLICY

## 1.1 POLICY

- 1.1.1 Under current legislation Godmanchester Town Council is allowed to set aside money within each year's budget for disbursement on grants to organisations contributing to the life of the Town by enhancing the area and its facilities, or providing opportunities for local people. A set amount is allowed to be disbursed based on the number of registered electors<sup>1</sup>.
- 1.1.2 The grants are limited and are made to those organisations who demonstrate a need for assistance, and who provide adequate information to enable the Town Council to make an informed decision. They must be non-profit taking<sup>2</sup> voluntary organisations or a charitable body. The organisation must benefit some or all of the community. Grants will not be made to individuals or retrospectively, and only one successful application for a grant will be considered from each organisation in any one financial year.

## 1.2 AIMS

- 1.2.1 The grants are given to:
- 1.2.1.1 Enable local people to participate in voluntary groups and activity;
  - 1.2.1.2 Help voluntary groups to improve their effectiveness and outreach;
  - 1.2.1.3 Support the provision of services essential to the town to be provided by voluntary organisations;
  - 1.2.1.4 Support organisations which meet the needs of people experiencing social and economic difficulties; and
  - 1.2.1.5 Where there is equality of access and opportunity for all residents to the services it provides and funds.
- 1.2.2 To ensure that fair and proper consideration can be given to all requests, the Town Council may request some or all of the following be submitted to the Town Clerk:
- 1.2.2.1 A completed application form;
  - 1.2.2.2 The most recent full set of accounts available and/or a financial projection or budget for the period following the accounts, including identification of any alternative sources of funds;

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<sup>1</sup> The amount for 2014-15 IS £7.20 for each registered elector.

<sup>2</sup> Organisations can be "profit making" but not "profit taking", i.e. it must be run by a voluntary, unpaid management committee.



- 1.2.2.3 Any additional information the organisation considers will support their application for funding such as details of the aims, purpose, project or activity, demonstration of a clear need for financial support; and
- 1.2.2.4 Details of the number of Godmanchester residents who it is estimated will benefit.

## 1.3 PROCESS

- 1.3.1 The grants budget is set annually as part of the general budget-setting process. Applications will be invited for consideration at the June and December Town Council meetings;
  - 1.3.1.1 The scheme will be publicised through notice boards and newsletters, and posted on the Godmanchester Community Association website, and the Town Council website when it has been completed;
  - 1.3.1.2 All applicants will be required to submit an application form;
  - 1.3.1.3 All organisations will be required to provide a copy of their previous years accounts or a budget forecast;
  - 1.3.1.4 All applicants will be contacted following the Town Council meeting at which their request was considered, regardless of the outcome.

## 1.4 CRITERIA

- 1.4.1 Although the Council does not seek grant aid applications, it will ensure that their availability is widely known and will consider all that are made. Applications will be considered by the full Council at the Town Council Meetings in June and December. Following the decisions and considering the amount it has set aside for grants in its Budget and the details of each application, it will decide how much grant aid may be given to each applicant.
  - 1.4.1.1 Applications will only be accepted from non-profit taking voluntary organisations or charitable bodies. Applications will not be considered from individuals.
  - 1.4.1.2 There is no maximum figure payable for grants, although each is likely to reflect the number of towns-people supported by the requesting organisation, other applications and any history of previous awards. Requests from national organisations will normally receive a maximum of £50.
  - 1.4.1.3 Only one grant will be made to an organisation in any financial year. The history of previous applications will be considered in the decision making process, although the provision of a grant one year, does not set a precedent for another year, but nor does it preclude further grants.
  - 1.4.1.4 If a request is, for any reason, not accepted at the June Council meeting, a second request can be considered at the December meeting.
  - 1.4.1.5 Organisations applying to the Town Council should be local to Godmanchester, or their work should be of significant benefit to the Town and its residents.



- 1.4.1.6 The Town Council will provide financial assistance towards specific projects or purchases of equipment. It may also support revenue costs if the organisation can demonstrate a short term lack of funds and a significant adverse effect on the Town and its residents if the organisation is unable to continue, or is hampered by a lack of funds
  - 1.4.1.7 Applications must be received by the end of May and November each year for consideration at the subsequent Town Council meeting. Grant applications will only be considered at June and December Town Council meetings.
  - 1.4.1.8 The Town Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred or is planned. As a Statutory Authority, the Town Council has to account for the funds it spends; therefore any organisation receiving a grant in excess of £1000 is required to provide the Town Council with a report within 12 months of the award date to demonstrate how the funds have been expended.
  - 1.4.1.9 Start-up grant applications will be considered alongside other applications, unless the Council agrees to an immediate grant ahead of other requests.
- 1.4.2 Awards will not normally be awarded for activities that:
- 1.4.2.1 could reasonably be expected to be funded from other sources;
  - 1.4.2.2 could reasonably be expected to be funded from members' subscriptions; or
  - 1.4.2.3 seek to promote or oppose a party political viewpoint.
- 1.4.3 All grants are made subject to the following conditions:
- 1.4.3.1 applications must be submitted in written or typed form. E-mailed application forms will not be accepted, although any supporting material is acceptable in that form;
  - 1.4.3.2 if the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Town Council;
  - 1.4.3.3 applicants may be required to provide monitoring information on how grant monies have been spent;
  - 1.4.3.4 Godmanchester Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.
- 1.4.4 Although not mandatory, an application form is attached below to offer guidance to the requirements for completing an application.



# GODMANCHESTER TOWN COUNCIL GRANT APPLICATION FORM

## 1. Organisation Details

Name of Organisation/Group	
<b>Contact Details</b>	
Name of Contact	
Position in organisation/group	
Address for correspondence	
Tel No(s)	
Email address	
How does your organisation benefit Godmanchester residents in your activities? <i>(please attach a copy of your organisations constitution, if applicable)</i>	

## 2. Grant Details

Purpose of the Grant	
Detailed & Total Cost of the Project <i>(please attach copies of estimates and/or quotes, if applicable)</i>	
Details of any funding applications made to other bodies and amounts pledged or received	



Details of any other sources of funding	
Have you included a copy of the most recent accounts of your organisation? If not, why?	
Amount of Grant requested from Godmanchester Town Council	
Please give dates and amounts of any grant received from this Council in the last 3 years	
Who will benefit from this grant and how? (please indicate numbers of Godmanchester residents benefiting)	

**Signature by or on behalf of the applicant(s)**

We confirm the information given in this application is accurate and that the organisation undertakes to inform Godmanchester Town Council of any changes in the organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed..... Dated .....  
Position in Organisation.....

Signed..... Dated .....  
Position in Organisation.....

Completed forms to be returned to Mrs Madelaine Liddiard, Town Clerk, Godmanchester Town Council, 1 Post Street, Godmanchester, Cambs. PE29 2NB





**For Council use only**

Does this application clearly come within the Powers and Duties of Town Councils? If so, which?	
Date to be discussed at Town Council.	
Decision – Grant/Reject	
Reason for decision	
Amount of Grant agreed by Council	
Date organisation/group notified of decision	
Date payment made to organisation/group	

**Additional Notes:**

Detail any information that may assist the Council in reaching its decision.

Ensure that two members of your organisation’s committee sign this form, one of whom should be the Chairman, Honorary Secretary or Honorary Treasurer, or equivalent.

Please provide details of the project and the amount of grant requested. You should explain the purpose for which the money will be used (enclosing drawings or estimates if appropriate).

If you have applied for a grant in respect of this project to any other organisations, please provide details of the amount requested and the date of expected decision

Is your organisation (please delete as appropriate):

- A registered charity;
- A limited company;
- A branch of a national organisation;
- Other (please specify);

Please attach the following information:

- A copy of your latest audited accounts;
- A copy of your organisation’s constitution;
- Copies of any estimates you have obtained;