

# Godmanchester Town Council

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## Grant Awarding Policy

This policy was formally adopted by the Town Council at the Town Council meeting held on 17 January 2019

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Cllr Sarah Conboy

TOWN MAYOR

## 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. The total amount allowed to be disbursed in grants is set by the number of registered electors<sup>1</sup>.
- 1.1.2 Grants are limited to those organisations who demonstrate a need for assistance, who provide equality of access and opportunity, and who provide adequate information to enable the Town Council to make an informed decision. Full criteria and conditions for eligibility are at Paragraph 1.4.

## 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.
- 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;
  - 1.2.2.3 Information the applicants consider will support their submission such as the aims and purpose of the project or activity, and demonstration of a clear need for financial support.
  - 1.2.2.4 The number of Godmanchester residents it is estimated will benefit.

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<sup>1</sup> The amount for 2018-19 IS £7.86 for each registered elector.

## 1.3 PROCESS

- 1.3.1 Applications will be invited for consideration at the June and December Town Council meetings and must be submitted by 15 May and 15 November respectively.
  - 1.3.1.1 The scheme will be publicised on the Godmanchester Town Council and Community Association websites, on notice boards and newsletters.
  - 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 AND CONDITIONS

- 1.4.1 The Council will consider all Applications that are submitted.
  - 1.4.1.1 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.
  - 1.4.1.2 Organisations applying to the Town Council must offer equality of access and opportunity for all residents to the services it provides.
  - 1.4.1.3 Applications will only be accepted from non-profit taking <sup>2</sup> voluntary organisations or charitable bodies. Applications will not be considered from individuals.
  - 1.4.1.4 Grants will not be made retrospectively, and only one successful application will be considered from an organisation in any one financial year. The history of previous applications will be considered, although the provision of a grant one year, does not set a precedent for another year, but nor does it preclude further grants.
  - 1.4.1.5 There is no maximum figure payable for grants, although any award 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.
  - 1.4.1.6 If a request is not accepted at the June Council Meeting a second request can be considered at the December meeting.
  - 1.4.1.7 The Town Council may 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

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

the Town and its residents if the organisation is unable to continue, or is hampered by a lack of funds

1.4.1.8 Start-up Grant applications will be considered alongside other applications, unless the Council agrees to an immediate grant ahead of other requests.

1.4.1.9 The Town Council reserves the right to request a copy of invoices and/or other documentation as evidence that the associated 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.

1.4.2 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, a 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	
<p>How does your organisation benefit Godmanchester residents in your activities?</p> <p><i>(please attach a copy of your organisations constitution, if applicable)</i></p>	

## 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	

<p>Who will benefit from this grant and how?</p> <p>(please indicate numbers of Godmanchester residents benefiting)</p>	
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**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 Crampton, 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;