

# Grants policy

## 1. Introduction

1.1 Much Wenlock Town Council is empowered under legislation (LGA 1972 s137, and the General Power of Competence) to offer community grant funding and is committed to supporting local clubs, volunteer organisations and community organisations where it can. To enable it to do this, the Council usually sets aside some funds in its budget each year for the provision of grants.

1.2 Grants are not usually made to commercial organisations or groups which are based outside of the Parish of Much Wenlock.

1.3 Grants must be commensurate with the direct benefit to the area and may not be used to benefit an individual

1.3 The grant budget is limited and is spread out amongst successful applicants each year.

1.4 Applications are invited from eligible local organisations from 1 September to 30 September each year. Applications received after 30 September will not be considered.

1.5 Grant application forms are available from Much Wenlock Town Council by contacting the office on 01952 727509 or by emailing the Council's Responsible Financial Officer, on [admin@muchwenlock-tc.gov.uk](mailto:admin@muchwenlock-tc.gov.uk). Application forms may also be found on the Town Council's website: [muchwenlock-tc.gov.uk/grants](http://muchwenlock-tc.gov.uk/grants).

1.6 Further information on the scheme can also be obtained by contacting the Responsible Financial Officer using the contact details in paragraph 1.5 above.

## 2. General Criteria

2.1 At its meeting in October each year, the Council's Finance and Asset Management Committee considers all fully completed applications received by the deadline of 30 September. Grants are awarded at the absolute discretion of the Committee and there is no obligation on the Council to provide the grant funding requested, or any amount of funding to an applicant. Applications must demonstrate a clear need for financial support and highlight the potential benefit of the grant to the community of Much Wenlock. To do this, applications must demonstrate that they meet one or more of the criteria below:

- The promotion and/or improvement of the environmental, social, or economic well-being of Much Wenlock and its community
- Provision or improvement of recreation and/or sports
- Provision of a service and/or improving its effectiveness
- Enhancing the quality of life of the community of Much Wenlock
- Improving the local environment

## 3. Grant Application Process

3.1 All applications should be made to the Responsible Financial Officer on the standard application form (please see paragraph 1.5) above. All applications and any supporting documentation must be submitted by 30 September. Applications received after this deadline will not be considered.

3.2 Applications must meet the following requirements in order to be considered:

- Provide full details of the project or activity
- Demonstrate that the grant will be of benefit to the local community within the Parish of Much Wenlock
- Demonstrate a clear need for the funding
- Provide details of any further applications for funding made to other bodies or organisations and any successful applications where appropriate
- Provide details of the number of individuals the grant funding will benefit, where appropriate
- Provide a copy of the previous year's accounts or, for new initiatives, a detailed budget or business plan
- Provide details of the governance of the organisation including, if relevant, names of the Chairperson, Secretary and Treasurer
- Provide bank details including sort code and account number (Please note that payments may not be made to an individual).

#### 4. Conditions of Funding

4.1 Applications will be considered from voluntary organisations, registered charities or organisations operating on a not-for-profit basis for the benefit of Much Wenlock's community.

- Applications will not be considered from private organisations operated as a business to make a profit or a surplus
- Grants will not be made to individuals
- Grants will not be made retrospectively
- Only one application for a grant will be considered from each organisation in any one financial year
- An organisation should have a bank account in its own name, unless there are exceptional circumstances
- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year
- Any previous award of a grant to an organisation or group does not guarantee any future award of grant funds
- Each application will be considered on its own merits.

4.2 The Council reserves the right to refuse any grant application which it considered to be inappropriate or does not meet the objectives stated in this policy or, if appropriate, provide a lower award of grant than that applied for.

4.3 Any grant awarded must only be used for the purpose for which it was provided. Any unspent grant must be returned to the Council 12 months after it was awarded. The Town Council reserves the right to ask for repayment of the grant:

- If the terms of the grant award are breached
- If the organisation has submitted any dishonest or misleading information on the grant application form
- If the organisation ceases to exist, becomes insolvent, goes into receivership or administration.

4.4 If requested, the recipient of the grant will supply the Town Council with details of the expenditure incurred and will provide all financial records and accounts for a period of two years. Successful applicants should therefore keep a record of expenditure/receipts in case the Council wishes to review these records. In accordance with LGA 1972 s228 this information may also be inspected by members of the public.

4.5 Recognition of the grant from Much Wenlock Town Council must be made in any publicity relating to the activities for which a grant has been awarded.

## 5. How Will the Application Be Assessed

5.1 The Finance and Asset Management Committee will consider:

- How well the organisation is managed
- How well the grant will meet the needs of the community, providing positive benefits to the residents
- Whether the costs are appropriate and realistic
- What level of contribution has been or will be raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source
- How effectively the organisation will use the grant.

## 6. How Will the Applicant Be Notified

6.1 Applicants will be notified in writing of the outcome of their application as soon as practicable after the meeting of the Finance and Asset Management Committee in October.

6.2 Agreed grant awards will be paid as soon as practicable after the meeting of the Finance and Asset Management Committee in October, by bank transfer to the organisation's bank account detailed in its application form.