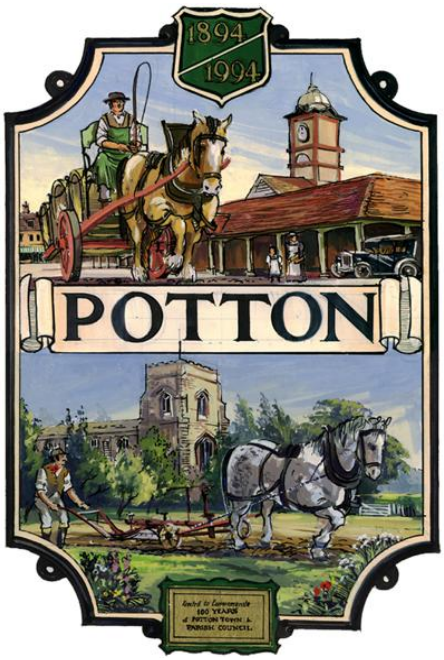
Potton Town Council



Grant Awarding Policy

Jonathan Whitehurst
Town Clerk

Adopted: August 2019

Review date: May 2027

1. Introduction

1.1. Potton Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the community and residents of Potton. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

1.2 The Council is funded only by the local residents of Potton through the council's precept and therefore has only limited funds available for the purpose of grant funding. The level of funding available may vary each year dependant on the council's budget.

1.3 The Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

1.4 The Council can only award grants using certain legal powers; specific powers allow the council to provide funding for specific activities or projects which Members feel will be of benefit to Potton, for example grants to a sport club, for a music festival or towards community celebrations of special events such as the Queen's Diamond Jubilee. Where no other power is available, the Council may decide to use its power under the General Power of Competence, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.

1.5 In order for the Council to be able to assess applications rationally and objectively, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need, but are not exclusive and can be flexibly applied.

1.6 Potton Town Council's policy on the awarding of community grants is based on the principle of supporting, encouraging and enabling local organisations to deliver project and benefits to the residents of Potton. In general, the following principles apply;

- Assistance will be given on the basis of need, merit and contribution to local community.
- Applicants must clearly demonstrate how any assistance given will benefit the residents of Potton or will benefit the environment of Potton.
- Any assistance given will be subject to monitoring and evidence of agreed expenditure and resulting benefit. Photographic evidence may be requested.
- Organisations should not make a presumption that funding will continue on a year-on-year basis.
- Any funds awarded must only be spent on the activity/purpose for which it was awarded.

2. The aims of the Council's Grant Awarding Policy

2.1 Potton Town Council provides grant funding to support the following aims to;

- enable local people to participate in voluntary groups and activities
- help the town's voluntary groups to improve effectiveness
- ensure provision of services need by the town's residents through voluntary and charity sectors
- support organisations which meet the needs of people experiencing social and economic difficulties
- improve and enhance the local environment, arts and culture.

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

3. Grant application criteria

3.1 Applicants shall ideally meet the following criteria;

1) The organisation is based or has significant local activity in Potton.
2) The work of the organisation directly benefits a number of residents in Potton.
3) The organisation has a written constitution with clearly defined aims and objectives.
4) The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund-raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required, justifying the reasons why the organisation is still applying for a grant.)
5) The organisation has its own bank account with at least two authorised signatories.
6) The organisation is non-party political and non-profit making.
7) Individuals will not be funded.

4. The Grants Procedure

4.1 To apply for a Town Council grant you must be a charity, community group or local voluntary organisation. All funding requests must be in writing to the Town Clerk, Potton Town Council, The Community Centre, Brook End, Potton SG19 2QS or by email enquiries@pottontowncouncil.gov.uk.

4.2 The amount of money available for grants may vary each financial year, depending on the overall council budget. The level of funds available for grant applications in any given year can be obtained from the Town Clerk and applicants are advised to speak with the Clerk for guidance ahead of submitting applications.

4.3 Completed applications will be considered by the next meeting of the Town Council.

4.4 Applicants may be asked to send a representative to attend the Committee meeting in support of their application. A calendar of all Council meetings can be found on the Town Council's website.

4.5 The Town Council may defer making a decision on an application if it feels more information is required from the applicant.

5. Payments and decisions

5.1 All applicants will usually be notified of Council's decision following the relevant meeting of the Town Council.

5.2 Successful applicants for grants will normally receive their award four to six weeks after the decision of the Town Council.

5.3 Successful applicants may be invited to attend a meeting of Potton Town Council to receive their awarded grant.

5.4 In some circumstances the payment date(s) may differ and this will be set out in the grant award confirmation letter.

5.6 Grants will be paid by cheque made out to the named organisation.

5. Monitoring and reporting requirements

6.1 Groups are expected to provide Potton Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Potton.

6.2 Such evidence of how the money has been spent may include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable.

6.3 This information should be submitted within one month of the event/project end or by the end of March each year whichever is sooner, so that it can be reported at the Annual Town Meeting.

6.4 The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Town Council, who will consider whether or not to approve the change.

6.5 Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities). Should for any reason the organisation disband or the project is not completed, the Council may ask for all or part of the monies to be paid back.

6.6 Acknowledgement of the financial support received from the Council is required where possible on documentation and any promotional material, including websites.

6.7 In order to receive payment, organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.

6.8 Only one application per year will be accepted from any organisation.

6.9 Additional grant conditions may also be attached to any funding from Potton Town Council and these will be set out in the award confirmation letter.

6.10 Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.