

Fordingbridge Town Council

Grant Award Policy (including Procedure and Guidelines)

1. Introduction

Under Section 137 of the Local Government Act 1972, Fordingbridge Town Council has the power to give grants to organisations for the direct benefit to all or part of its community. Each year the Secretary of State sets an amount per elector which in total must not be exceeded. For each financial year the Town Council, mindful of their responsibility in the spending and management of public money, allocate a specific amount of money to be made available as grants to local organisations.

Grants will be awarded to benefit the community of Fordingbridge by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art & culture or improving the long term well being of residents. The majority of grants awarded by the Council are in the range of £50 to £500.

Grant applications are determined by the Finance & Policy Committee at their monthly meeting. Applications received later than 7 days prior to the meeting date will be considered the following month. In exceptional circumstances, and with the agreement of the Town Mayor and Chairman of the Finance & Policy Committee, an application can, where it has missed the deadline for that meeting, be brought to Full Council for consideration.

Applicants may attend and make a brief presentation to the Committee, not to exceed 3 minutes. Any application being brought to the Committee must have full supporting papers to be considered.

2. Eligibility and Criteria

Grant applications will only be considered if submitted on a Grant Application Form with all supporting financial documentation (a copy of the latest set of approved accounts must be attached).

2.1 To be eligible for a grant applications must:

- Have a written governing document (for example a constitution, set of rules, memorandum and articles of association, or trust deed);
- Have a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
- Be voluntarily run, non-profit making and operated with no undue restrictions or limitations to membership;
- Have independently approved annual accounts;
- Demonstrate the service it is providing by giving details of its activities;
- Demonstrate the need for financial assistance.

2.2 Grants will only be considered for:

- Capital cost of new or improved facilities or equipment (not including routine maintenance)
- Providing a public service
- Initial funding for new activities

- 2.3 Applications from schools and religious groups will be considered where a clear benefit to the wider community can be demonstrated and the project is in addition to statutory services.
- 2.4 Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- 2.5 Only one grant may be made in each financial year to each organisation
- 2.6 If the grant is in excess of £750 then a report is required from the organisation within 12 months of the grant being awarded of how the money has been spent with supporting evidence attached.
- 2.7 Grants to county or country wide organisations must demonstrate how Fordingbridge residents will benefit.
- 2.8 Grants will only be awarded for forthcoming or ongoing projects – not retrospectively.
- 2.9 Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- 2.10 If the grant is to purchase a specific item, consideration should be given to the Town Council purchasing the items and gifting them to the organisation rather than providing a grant.
- 2.11 **Grants will NOT be awarded for:**
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
 - Salary or routine administration costs
 - Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation)
 - Hospitality
 - commercial enterprises which aim to generate a profit
 - projects with party political links
 - projects which discriminate on the grounds of age, gender, sexual orientation, race or religion
 - services which should be provided by statutory funding
 - buildings that are uninsured
 - organisations with substantial unallocated resources

3. Conditions

- 3.1 Grants cannot be redistributed/gifted to other organisations or individuals.
- 3.2 Any grant awarded must only be used for the approved purpose. Fordingbridge Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 3.3 Projects receiving assistance must be completed within one year of receipt of the grant.

- 3.4 Any part of a grant not used within one year of receipt or which has not been used for the approved purpose must be repaid to the Council if demanded and shall be recoverable as a debt due for the applicant to the Council.
- 3.5 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project, a further Grant Renewal Application must be submitted, usually for consideration by the Council in March of the current financial year.
- 3.6 Applicants must, when called upon to do so by the Council, provide a report, not more than 28 days thereafter, detailing how the project has achieved its aims and provide documentary evidence of spend.
- 3.7 Applicants must give recognition to and positively promote the Councils involvement in their project for example in press releases, advertising and publicity.
- 3.8 The Council, may, at its own absolute discretion, impose any other condition when making a grant.

4. Receipt of Grant

- 4.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant
- 4.2 Payment will be made to the organisation with four weeks of receipt of the agreement.

Grant application forms may be downloaded from the website www.fordingbridge.gov.uk or requested from:

The Town Hall
63 High Street
Fordingbridge
SP6 1AS

Tel 01425 654134
Town.clerk@fordingbridge.gov.uk

Revised October 2021

To be reviewed before October 2024 (or sooner if legislation is updated)