



WINDERMERE & BOWNESS TOWN COUNCIL

Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge

GRANT AWARDING POLICY & PROCEDURE

Adopted by Full Council on:

Reviewed

INTRODUCTION:

A grant is any payment made by the Town Council to an organisation for a specific purpose that will benefit the Town or residents of the Town.

The Town Council is legally able to make grants to the community under the General Power of Competence and under s137 of the Local Government Act 1972. This states that donations can be spent for the benefit of or part or all of the community but not an individual, that grants must be commensurate to the benefit, representing value for money and being fairly distributed. The Town Council makes provision for awarding grants within its annual budget.

POLICY:

The Town Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations. This includes worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town. This includes providing a service, enhancing the quality of life or the local environment.

The Town Council will NOT award grants to:

Private individuals,
Commercial organisations,
Upward funders (where fund raising is sent to a central HQ for re-distribution),
Political parties,
Religious organisations, unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the Town Council's discretion.

Westmorland & Furness Unitary Council will take the lead in economic development and any assistance to business activities. This is not the role of the Town Council.

GRANT APPLICATION PROCEDURE:

The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the next Policy & Finance Advisory Group meeting, who will then make a recommendation to Full Council.

Organisations requesting financial assistance are required to submit a fully completed grant application form and the supporting documents that are requested. The relevant form can be found on the Council's website or obtained direct from the Clerk.



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Organisations will normally be expected to have clear written aims and objectives and a separate bank account, controlled by more than one signatory.

ASSESSMENT PROCEDURE:

A grants budget is set each year by the Town Council and it is expected that this will not be exceeded during the financial year. However, for a compelling case, Council may consider funding additional amounts utilising the General Reserve.

It is expected that most grant payments will average £500 to £1,000, but payments of up to £2,000 will be considered if appropriate.

Each application will be considered on its own merits. The Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

The Council's preference is to provide financial assistance for specific projects or purchase of equipment. However, it will consider supporting ongoing revenue costs if the organisation can demonstrate that lack of funds can have an adverse effect on the community and that the financial problems are short-term in nature.

The Town Council may impose any additional conditions or requirements that it considers appropriate. It reserves the right to refuse any application which it considers to be inappropriate or against the objectives of the Council.

CONDITIONS OF FUNDING:

A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change of use.

Acknowledgement of the grant should be made in all publicity or notices, citing Windermere & Bowness Town Council and, where appropriate the Town Council logo.

Grants should be spent within 12 months, for the purpose for which they were given.

The giving of a grant one year does not set a precedent for another year.

Successful applicants will normally be required to submit a short report outlining the use made of the grant within 6 months of the project's completion. Copies of invoices and/or other documentation as evidence that the expenditure has been incurred should be submitted within 6 months from date of completion of the project unless otherwise agreed.

If the organization is unable to use all or any part of the funds for the purposes stated, the funds should be returned to the Council. The Council may request proof of expenditure.