



## Wantage Town Council

### GRANTS AND DONATIONS POLICY

Prepared by	Clerk	September 2024	
Reviewed by	I Cameron, A Crawford, C Walters	September 2024	
Adopted		30/9/24	
Next Review		September 2025	

#### **1 General**

- 1.1 Wantage Town Council (“the Council”) is funded by precept, raised from the residents of Wantage, and therefore has only limited funds available to assist organisations working for the benefit of the community.
- 1.2 In addition, the Council may derive income from other sources. These may include the contributions from S106 agreements or Community Infrastructure Levy (CIL) agreements, as a result of development in the town, or from grants made to the Council for town projects.
- 1.3 Subject to funds being available, the Council is committed to providing assistance and support to local groups which are set up to promote and improve community life for local residents. Generally, the Council will look more favourably on organisations / causes located in Wantage whose activities are provided for the general benefit of residents in Wantage, rather than elsewhere.
- 1.4 The Town Council is aware of the enormous challenges caused by climate change and is committed to supporting groups and activities that endeavour to make a positive difference. Where possible, the environmental impact of the project/activity should be considered, and the conclusions reached form part of the application.

#### **2 Aims of the Council’s grants and donations policy**

- 2.1 The Council provides funding to support the following aims:
  - 2.1.1 To enable residents to participate in voluntary groups and activities.
  - 2.1.2 To help the Town’s voluntary / community groups to improve their effectiveness.
  - 2.1.3 To assist in the provision of services needed by residents provided by the voluntary sector.
  - 2.1.4 To support organisations which meet the needs of people experiencing social and economic difficulties.
  - 2.1.5 To encourage a degree of self-sufficiency by groups by encouraging them to part-fund projects wherever possible.
  - 2.1.6 To ensure that there is equality of access and opportunity for all residents of Wantage to the services it provides and funds.
  - 2.1.7 To improve or enhance the local environment.



## **Wantage Town Council**

### **GRANTS AND DONATIONS POLICY**

#### **3 Grants to Specific Organisations**

- 3.1 The Council is keen to support those local organisations which contribute significantly to the cultural, social and environmental fabric of Wantage. It is also aware that reductions in public sector funding by other bodies have led to the future of some of these organisations to be under threat. Through its knowledge and understanding of the importance of services provided by local voluntary organisations the Council will seek to provide specific support to them, subject to the availability of funds.
- 3.2 Local organisations to be supported in this way will be identified as part of the annual budget and precept meeting of the Council.
- 3.3 Beneficiaries of this support will be expected to provide the Council with periodic reports of their activity including the number of Wantage residents who benefit from their services, their impact on the cultural, social and environmental wellbeing of our community, their overall financial position and information of their wider fund raising activities.
- 3.4 Generally, organisations in receipt of such a grant will not be considered for a miscellaneous grant in the same financial year. The Council will only consider waiving this condition under exceptional circumstances.
- 3.5 The receipt of such a grant should not be taken as an indication that ongoing support will be granted in future years.

#### **4 Miscellaneous Grants**

- 4.1 Annually and as part of its annual budget and precept meeting the Council will consider establishing a miscellaneous grant fund. Local charitable and community groups can apply for small amounts of funding to support their activities and such applications will be considered by the PMF Committee.
- 4.2 The Council will only support those organisations either based in or significantly benefitting the residents of the Town. As part of the application organisations will be required to
  - 4.1.1 Identify the number of local residents likely to benefit from the activity supported,
  - 4.1.2 Where applicable, provide a detailed budget and financial information.
  - 4.1.3 Where applicable, information regarding its legal structure.
  - 4.1.4 Provide details of other funding sources secured or applied for.
  - 4.1.5 The maximum grant shall be £2000.

#### **5 Eligibility for a miscellaneous grant**

- 5.1 To apply for a miscellaneous grant you must be a charity, trust, community group or local voluntary group:
  - 5.1.1 With a constitution
  - 5.1.2 With a dedicated bank account
  - 5.1.3 Operating or providing a service to the community.



## Wantage Town Council

### GRANTS AND DONATIONS POLICY

- 5.2 Details are to be provided with your application form.
- 5.3 Applications must explain how their project fits with other related activities benefiting Wantage.
- 5.4 Applications must clearly indicate the number of residents of Wantage likely to benefit from the project or activity for which funding is requested.
- 5.5 We welcome applications from groups of organisations working together to co-ordinate their activities.
- 5.6 An organisation (or group of organisations) external to the Town which applies for a miscellaneous must show that it has supported residents of Wantage in the past year, indicating how many and in what way they were supported
- 5.7 The Council will not fund the following:
  - 5.7.1 Organisations or appeals that do not provide a service to the community.
  - 5.7.2 Individuals or appeals supporting an individual. This includes making any payments to individuals on behalf of community groups.
  - 5.7.3 Statutory organisations or the direct replacement of statutory funding.
  - 5.7.4 Other local authorities/public sections bodies e.g. District Councils, NHS trusts
  - 5.7.5 Schools, colleges and universities. However eligible organisations can involve school groups and education settings within their projects.
  - 5.7.6 Political and lobbying groups or activities promoting political beliefs.
  - 5.7.7 Religious groups where funding is to be used to promote religious beliefs.
  - 5.7.8 Groups who raise funds on behalf of, or will improve/create facilities that will predominately benefit an ineligible organisation e.g. Parent Teacher Associations
  - 5.7.9 Private businesses
  - 5.7.10 Organisations who operate a grant scheme of their own
  - 5.7.11 Arts & sports projects with no community or charitable element.
  - 5.7.12 Medical research, equipment or treatment.
  - 5.7.13 Projects that have taken place before an application can be decided.
  - 5.7.14 Organisations that have a closed or restricted membership.



## Wantage Town Council

### GRANTS AND DONATIONS POLICY

5.7.15 Equipment or other costs that have already been purchased or incurred prior to the application being considered.

#### 6 The Process

- 6.1 Applications will be considered at three meetings of the Policy, Management and Finance Committee: January, April and September.
- 6.2 Applications must be sent to the Town Clerk no later than 14 days before the meeting at which they are to be considered.
- 6.3 All funding requests must use the application form and applicants should provide all information requested. Application forms which are not properly completed will be returned.
- 6.4 Applications, which will inevitably be dissimilar in content, are judged against a range of criteria set by the Council, and which may be amended from time to time, so that they can be assessed consistently, rationally and objectively. The criteria are designed to establish a general indication of need but are not exclusive and can be applied flexibly. The Council may refer to any community plans when considering applications.

#### 7 Guidelines for the award of Miscellaneous grants

- 7.1 **Major Town facilities.** The size of the grants awarded should demonstrate commitment to the town and be related to the overall size of the project, the number of residents benefitting, and the potential to obtain funds from other sources.
- 7.2 **Youth Organisations:** The size of the grants awarded should demonstrate Council commitment and also be related to the overall size of the project, the number of youth benefitting and the potential to obtain grants from external sources.
- 7.3 **Other organisations:** The size of the grants awarded should demonstrate Council commitment and be related to the overall size of the project, the number of residents benefitting, the strength of the connection with the town, the availability of grant funding, and the potential to obtain grants from external sources.
- 7.4 **External Organisations** able to demonstrate local benefit: The size of the grants awarded should be related to the number of residents benefitting, the availability of grant funding and the overall size of the project,
- 7.5 **External Organisations** not able to demonstrate local town benefit: Only in exceptional circumstances will grants be awarded to this group.

#### 8 Principles for the evaluation of applications for a Miscellaneous grant

- 8.1 The Council will apply the following principles in evaluating all applications
  - 8.1.1 Promoting Partnerships. Our policy on deciding community grants and donations is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects for the benefits of the residents of the Town.



## Wantage Town Council

### GRANTS AND DONATIONS POLICY

- 8.1.2 Value for Money. Where funding is requested to support a capital purchase, value for money must be demonstrated. Detailed bids for projects etc should be accompanied by at least two quotations, if the amount requested is over £500; if this is not possible, the applicant must state why. If the applicant's recommendation is not to proceed with the cheapest quotation, a full explanation should be provided.
- 8.1.3 Impact. Applications for grants and donations will be judged on the level of need / merit / contribution / impact to the community in the Town, or the benefit to the environment of Wantage and / or the immediate local area.
- 8.1.4 Accountability. Any assistance given to projects will be subject to reporting to and monitoring by the Council and subsequent evaluation of the outcome of the grant.
- 8.1.5 Track Record. We will look for evidence of a well-managed group including previous experience and track record, financial sustainability and viability of group and / or project.
- 8.1.6 Match Funding. Successful applications may not receive 100% of the amount requested. On occasions, particularly for larger projects, we will look for evidence that funding has also been sought from other sources and we will take into consideration the level of match funding available. Applicants may be asked to prove that the remainder of the project can be funded before the funds are allocated.
- 8.1.7 Projects (not Ongoing Support). Organisations should not make a presumption that funding will continue on a year to year basis.
- 8.1.8 All Grants requests must be accompanied by the grantee's latest full set of approved accounts.
- 8.1.9 Where applicable grant requests must be accompanied by evidence of a safeguarding policy.

## **9 General grant conditions**

- 9.1 Grants will only be paid by bank transfer to bank account of the organisation named. Payments will not be made to private individuals.
- 9.2 A grant can only be used for the purpose stated in the application; the Council reserves the right to request repayment of any grant not being used for the specified purpose defined in the application within a reasonable timeframe.
- 9.3 If a group wishes to change the purpose of the grant they must seek approval in advance of any expenditure by writing to the Council who will consider whether or not to approve the change.
- 9.4 Organisations in receipt of grants are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including, but not limited to, those relating to health and safety, safeguarding, diversity and equalities).
- 9.5 Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be paid back.



## **Wantage Town Council**

### **GRANTS AND DONATIONS POLICY**

- 9.6 Any funds not expended at the end of the project are to be returned to the Council.
- 9.7 Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- 9.8 Only one application per year will be accepted from any organisation. The Council will only consider waiving this condition under exceptional circumstances.
- 9.9 Additional grant conditions may also be attached to any funding from the Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being recalled or affect future grant assistance.

#### **10 Monitoring and reporting requirements**

- 10.1 8.1 As a condition of receiving a grant or donation from the Council successful applicants are required to complete a short report, to provide the Council with written evidence of what the money has been spent on, and the benefit it has brought to residents of the Town. Any relevant evidence would be welcomed and may be publicised in the town.
- 10.2 8.2 A report, whether the project is complete or not, must be submitted to the Council by the end of January each year, so that it can be reported at the Council's Annual Electorate meeting.