



## **Totton & Eling Town Council Grant Awarding Policy**

### **Introduction to Policy –**

A grant is any payment made by the Council to be used by any organisation for a specific purpose that will benefit the Town or residents of the Town and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Town organisations which can demonstrate a clear need for financial support to benefit the Town by –

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Town of Totton & Eling in a positive way

### **Grant Application Process –**

- 1) The Responsible Financial Officer to the Council will receive all applications in the first instance. The RFO will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
- 2) Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
- 3) In addition to the application form organisations will be required to provide the following supporting information –
  - A copy of their constitution or details of their aims and purpose
  - Full details of the project or activity
  - Demonstration that the grant will be of benefit to the local community within the Town
  - Demonstration of a clear need for the funding
  - A copy of the previous years accounts or, for new initiatives, a detailed budget and business plan
- 4) The Council can receive in writing to the RFO any expression of interest for possible grant application monies and applications should be received prior to the end of

April, August and December in each financial year. Submission of applications is required by the above dates of the financial year prior to the funds being required.

- 5) The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 6) The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely available in a specific financial year.

#### **Conditions of Funding –**

- 1) The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 2) Grants will not be made to individuals.
- 3) Grants will not be made retrospectively.
- 4) Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specialised project.
- 5) The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- 6) The Town Council will normally grant applications for up to £3,000.
- 7) The Town Council will only consider two applications per annum from any one organisation/group. The combined sum from any two applications per annum must not exceed £3,000.
- 8) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 9) Each application will be assessed on its own merits.
- 10) The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 11) Any grant must only be used for the purpose which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant

monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

- 12) The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 13) Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- 14) Where an organisation covers Totton & Eling and adjoining Towns and Parishes, the Town Council would wish to see that the organisation has applied to those other Towns and Parishes for grant aid, relative to the level of services provided in each area.
- 15) Successful applicants will be required to complete an end of grant report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 3 months of the funding being transferred. Evidence must include the completed end of grant report form and may also include receipts, photos and reports. Should evidence not be received the Town Council will require the return of funds.

Name: Susan Cutler

Position: Town Clerk & Chief Executive

Date: January 2024

Signature: