

# Kidderminster Town Council

## Grants Policy

### 1. Introduction

1.1 The Town Council is committed to providing assistance to support local groups which are set up to promote life in the parished area administered by Kidderminster Town Council (*the Parish*).

1.2 This policy gives details of the support the Town Council offers, the process to apply for grants, timetable and conditions of grants.

### 2. Scope of Funding

2.1 A grant is any payment made by the Town Council to an organisation for a specific purpose that will benefit the residents of *the Parish* of Kidderminster Town Council and which is not directly controlled or administered by the Town Council.

2.2 The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”.

2.3 Funding support will be considered to voluntary and community sector organisations that are:

- based in or around *the Parish* and delivering activities or services to the people of *the Parish*
- based outside *the Parish* but are providing activities or services not otherwise available to the people of *the Parish*

### 3. Policy

3.1 The Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit *the Parish* by:

- providing a service
- enhancing the quality of life
- improving the environment
- promoting *the Parish* in a positive way

3.2 The Town Council will not award grants to:

- private individuals
- commercial organisations
- general appeals
- purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- medical research
- animal welfare
- political parties

3.3 Only one application for a grant will be considered from any organisation in any one financial year.

3.4 Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

3.5 Grants will not normally be made retrospectively.

#### **4. Availability of Funds**

4.1 The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. It is not just the role of the Town Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

4.2 Grant requests will normally be considered as part of the budget setting programme in November of each year. Requests for grants will be considered at all times but applications outside the November timeframe may be affected by the availability of funds remaining in the budget

#### **5. Application Procedure**

5.1 Organisations requesting financial assistance will be invited to submit an application form, to the Town Council for consideration, usually at the Council meeting in November of each year.

5.2 Organisations will be required to explain the reasons for the grant with clear aims and objectives.

5.3 Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards.

5.4 Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

5.5 Payment will be made at the start of the following financial year for November applicants and all other grants within eight weeks.

#### **6. Monitoring and Reporting Requirements**

6.1 It is a condition of the grant for the organisation/applicant to fill in the evaluation form provided.

6.2 Failure to do so may affect any future grant funding applications.

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

Such evidence of how the money has been spent should include

- copies of invoices and receipts
- attendance numbers
- photos, press clippings, etc. where applicable

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

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NOTE: - this policy refers only to Kidderminster Town Council.

It does not reflect the Kidderminster Education Foundation Trust which is managed separately