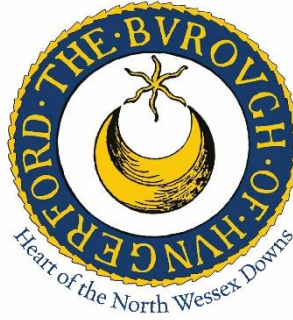


# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
The Library  
Church St  
Hungerford  
RG17 0JG  
Tel: 07920 110380  
[Cllr.helen.simpson@hungerford-tc.gov.uk](mailto:Cllr.helen.simpson@hungerford-tc.gov.uk)



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
RG17 0JG  
Tel: 01488 686195  
[townclerk@hungerford-tc.gov.uk](mailto:townclerk@hungerford-tc.gov.uk)  
[www.hungerford-tc.gov.uk](http://www.hungerford-tc.gov.uk)

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## **GRANT AWARDING POLICY**

### **1. Introduction**

Hungerford Town Council allocates grants through its General Power of Competence which allows it to allocate a sum of money within each year's budget for disbursement as grants, without the need to specify individual powers or to work to certain expenditure limits as per Section 137 of the Local Government act 1972.

The following policy sets out how Hungerford Town Council considers and makes grant awards.

The policy enables the Council to make an informed and fair assessment of grant applications, so that decisions on grant applications are made in a way that is fair and transparent.

### **2. Aims of the grant awarding policy**

Grants are made for activities and projects that are:

- in the interests of the town,
- for the benefit of some or all residents of Hungerford or
- to improve the range of services and activities in the town.

### **3. Who is eligible**

Grants are made to support voluntary groups, charitable bodies, community organisations, individuals or new organisations or bodies who want to get established.

Applications from, religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.

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.

Generally, only one grant will be made to an organisation in any financial year.

Applications from organisations with substantial free reserves will not be considered a priority for funding.

Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.

The Town Council reserves the right to decline any application or to apply conditions to the grant.

#### **4. How much is the grant?**

There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £1,000.

The total amount of grants awarded in any one financial year will not exceed the sum allocated in that year's grant budget.

The Town Council will normally expect to distribute grants to a variety of organisations. This may mean a smaller amount is awarded than that applied for.

We will not give grants to cover costs that have already been incurred.

#### **5. What will not be funded?**

Grants will not be awarded for activities that:

- should be met from statutory responsibilities
- seek to promote or oppose a party-political viewpoint or activity
- seek to promote or oppose a religious viewpoint or activity

#### **6. Applications**

Hungerford Town Council operates an annual grants scheme. Grants are usually awarded in June with an awards ceremony taking place in July.

HTC administers its grants scheme via The Good Exchange website and encourages all applications to be made directly on The Good Exchange website in order to be considered for matched funding.

Grants applications should ideally be submitted by 1<sup>st</sup> April or at least 10 days before the May Finance and General Purposes meeting so they can be considered then.

Late applications will be considered, however there will be less funding available.

If you are not able to apply online, we can consider your request if a completed application Form with all supporting documentation has been received. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town. Please note you will not be eligible for matched funding if you do not apply via the Good Exchange Website. Please contact the office for a form.

#### **7. Considering applications**

The Town Council aims to make the grant making and assessment process as open and clear as possible. To achieve this aim we hold open committee meetings, where we discuss individual applications in front of the public and press.

However, the Town Council would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

We will consider whether funding requested is commensurate with the benefit obtained by the residents of Hungerford, including:

- how well the grant will meet the needs of the community
- how effectively your group will use the grant
- whether the costs are appropriate
- whether realistic level of contributions have been or are being raised locally
- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- how the group is managed

The Committee may seek additional information to check your application and organisation.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place and all staff are to have valid police checks.

Applicants will be expected to demonstrate that they have adequate public liability or other insurance for their activities wherever required.

If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

**Please do not hesitate to contact Hungerford Town Council if you would like to talk through the application form before completing it.**

## **10. Award of Grants**

Applicants will be informed of the decision on their grant application within two weeks of the June Full Council which will ratify decisions of the F&GP committee. Grant awards will be paid by BACS to the bank account of the organisation. The grant award cannot be increased after the decision to award has been made.

## **11. Grant Award Conditions**

Grant awards are made subject to the following conditions:

- The grant award must be used for the purpose for which the application was made.
- You must use the grant within one year.
- We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned, we would expect the grant to be returned.
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Town Council
- The Town Council may recognise successful groups in its own newsletter and reports to the Town.
- Please include an acknowledgement of Town Council's grant in any future advertising or marketing literature relating to the project.

## **12. When a grant may have to be repaid**

If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council. Hungerford Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and the Council will press for prosecution.

## **13. Data Protection**

In signing the application form, you give permission for Hungerford Town Council to use the information that you provide:

- for establishing your entitlement to a grant; and
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.