

# Halesworth Town Council



## Grant Awarding Policy

### 1. Objectives

- To promote Halesworth as a vibrant, active and sustainable community
- To contribute to the development of facilities in the community
- To benefit residents in the community, not individuals
- Grants to be awarded only to non-profit making organisations, charitable groups or voluntary community groups and not to individuals.

### 2. Definition of a Grant (applicants may apply for either a 'Project' grant or a 'Running cost Grant as defined below but not both in the same financial year)

#### 2.1 Project Grant

**2.1.1** A grant for a project is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves determine their activities and the Council makes a financial contribution through awarding funding.

**2.1.2** The Council will allocate funding for specific projects and activities:

- against clear and consistent criteria
- that achieve quality and effectiveness of services
- have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

**2.1.3** Grants to an organisation will not normally exceed 50% of the cost of the project or activity and an organisation can apply for only one project grant per financial year. Grants of up to a maximum of £5,000 can be decided by the Finance and Personnel Committee through its delegated powers. Sums in excess of £5,000 must be referred to the full Council for approval and then only if the application is considered by the Finance and Personnel Committee to be worthy of support. The sum requested will only be transferred once evidence has been received that the Applicant has access to funds for their half of the total sum required.

#### 2.2 Running Cost Grant

**2.2.1** A grant can be given to cover running costs to those charity or voluntary organisations which provide services for Halesworth residents.

**2.2.2** An applicant is required to provide a full financial breakdown to justify as to why the grant is required. Inadequate financial prudence will not be considered as justification.

**2.2.3** An organisation can apply for only one grant of up to £3,000 per financial year.

#### 2.3 Grant Application Conditions

**2.3.1** All applications for money must be made on the official Halesworth Town Council's Application Form (which is to be found on the Town Council's website) and submitted to the Finance and Personnel Committee for consideration. All sections of the Application Form to be completed, otherwise the application will not be accepted.

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**2.3.2** Applicants will need to provide details of: their aims and purpose; project activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.

**2.3.3** A grant may not be given that is more than the sum applied for and at the Finance Committee's decision it may be less.

## **3. Performance management**

The Council recognises that performance is an important way of showing that public money is spent in the own Council's Financial Regulations and achieves best value. This is to ensure, the level of service delivery, meeting gaps in existing provision, meeting changing needs, attracting new funding sources, increasing voluntary involvement and ensuring proper governance and financial management is achieved

## **4. Timing of applications**

**4.1** Grants will not be made retrospectively and normally, only one application will be considered from each organisation in any one financial year. The only exception being a grant towards an organisation's running costs, if it is necessary to enable a valued organisation to maintain its services.

**4.2** Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

**4.3** All valid applications over £1,000 will be considered at the Finance Committee Meetings in; January, April, July, October. Applications under £1,000 will be considered at any time. Emergency applications may also be considered at any time during the year but only at the discretion of the Chair of the Finance Committee.

**4.4** All applicants will be contacted following a decision by the Finance and Personnel Committee and all decisions are final and not subject to appeal.

## **5. Council budget setting**

**5.1** The grants budget will be set annually as part of the general budget setting process to be financed out of the precept.

**5.2** This maybe based on the previous year's uptake and the limit set for the annual spending limit for section 137\*.

**5.3** Consideration will also be given to major projects ongoing in the community, for example, the creation of a community hall.

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\* *The limit for LGA 1972 section 137 grants 2020/21 is currently £8.32 per head of electorate.*  
Adopted by Halesworth Town Council on 1<sup>st</sup> March 2010, Latest Amendment November 2016, January 2021 amended

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## **6. Supporting documents required**

**6.1** Organisations will be required to provide a copy of their previous years accounts or for new initiatives, a budget forecast.

**6.2** It is normally expected that an organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque

## **7. Publicity and Transparency**

**7.1** The Council will publicise the availability of grant aid widely throughout the community.

**7.2** It will report annually on the total spent on grants and list the groups in receipt of a grant and the use made of the grants.

**7.3** In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community,

## **8. Risk Management and Review**

**8.1** The Council will review the grant aid budget annually and periodically review the criteria for awarding grant aid to community organisations.

## **9. End of Project Grant Monitoring Report**

**9.1** Successful applicants will be required to complete an End of Project report and provide evidence that the grant was spent for the purposes for which it was awarded.

**9.2** It is important that the Council carefully monitors the use of public money and applicants must return the completed form within 12 months of receiving the grant and before any further applications are considered.

**9.3** In the interests of transparency, details of the grant awarded will be published on the Council's website.