

THRAPSTON TOWN COUNCIL

77 High Street,
Thrapston
Northamptonshire
NN14 4JJ
Tel: (01832) 734 673
Email: clerk@thrapstontowncouncil.gov.uk
Website: www.thrapstontowncouncil.gov.uk



GRANTS AND DONATIONS POLICY

GRANTS AND DONATIONS POLICY

THRAPSTON TOWN COUNCIL

1. Introduction

For each financial year, Thrapston Town Council, mindful of its responsibilities in the spending and management of public money, allocates a specific amount of money to be made available as grants or donations to local organisations.

Grants and donations will be awarded for the benefit of the community of Thrapston by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art & culture or improving the long-term wellbeing of residents.

All applications will be determined by the Town Council at either a Full Town Council Meeting or a Finance Committee Meeting.

Requests can be received from voluntary and community organisations.

Applications may be submitted for amounts up to £1,000.00 at any time.

Applications for between £1,000.00 and £2,500.00 will be considered, however, the payment of any agreed grant or donation may be deferred until a new financial year.

Applications for amounts over £2,500.00 should be submitted to the Town Council by the 30th September in any year. If the application is successful, payment of the grant will be deferred until after the 1st April in the following financial year.

Application forms can be obtained from the Town Clerk. Applicants must complete the form in full and provide any additional information to support its application.

2. The following criteria must be followed:

- Grant applications will only be considered if submitted in writing, with all supporting documentation, including a copy of the organisation's latest set of accounts and the organisation's constitution or terms of reference.
- The organisation or project must bring a direct benefit to the residents of Thrapston. All applications must clearly demonstrate how this will be achieved.
- The organisation must be either non-profit or charitable.
- Grants will only be considered for:
 - Capital cost of new or improved facilities or equipment
 - Providing a public service
 - Initial funding for new activities
- Applications from schools and religious groups will be considered where a clear benefit to the wider community can be demonstrated and the project is in addition to statutory services.
- 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.
- Only one grant may be made in each financial year to each organisation.
- Grants to county or countrywide organisations must demonstrate how Thrapston residents will benefit.
- Grants will only be awarded for forthcoming or ongoing projects – not retrospectively.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

3. Grants WILL NOT be awarded for:

- Private organisations operated as a business to make a profit or surplus.
 - Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
 - Salary or routine administration costs.
 - Loan repayments.
 - Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation).
 - Hospitality.
 - Projects with party political links.
 - Projects which discriminate on the grounds of age, gender, sexual orientation, race or religion.
 - Services which should be provided by statutory funding.
 - Buildings that are uninsured.
 - Organisations with substantial unallocated resources.
-
- (i) Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to the residents of Thrapston.
 - (ii) An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
 - (iii) 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. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
 - (iv) Only one application for a grant will be considered from each organisation in any one financial year.
 - (v) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
 - (vi) Each application will be assessed on its own merits.
 - (vii) Any grant must only be used for the purpose for 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 within 2 months of the date the approval of change of use was given.
 - (viii) The group or organisation receiving the grant will acknowledge the contribution from the Town Council in any publicity material, website or press release.
 - (ix) The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
 - (x) The Council reserves the right to refuse any grant applications which it considers to be inappropriate or against the objectives of the Council.
 - (xi) In the event of the Town Council receiving more requests for funding, in any one financial year, than there are budgeted resources available, it will fund only those to which it assigns the highest priority.
 - (xii) 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 or the Localism Act 2011.

4. Following receipt of your grant

- (a) The grant monies must be spent within 12 months following approval of your application.
- (b) Following completion of your project or within 3 months of spending the grant monies, you must write a short report to the Council explaining how the monies were spent and how your project has progressed.

All decisions are at the absolute discretion of Thrapston Town Council. The Town Council reserves the right to amend and update this policy from time to time.

Adopted by Thrapston Town Council
9th April 2019

.....
Chairman

.....
Town Clerk