

NEWENT TOWN COUNCIL

GRANT AND DONATION AWARDING POLICY

(Adopted by Council on 14th November 2016, reviewed and re-adopted on 10th June 2019; reviewed, updated and adopted on 14th February 2022)

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

Applicants should consider the following guidelines carefully, before submitting an application.

Grant Application Process and Conditions of Funding

1. The Town Clerk will receive all applications in the first instance and will then collate all the necessary information for presentation and discussion at the appropriate Council meeting. You may be contacted for additional information.
2. Grant applications will be considered twice a year – in March and September and all applications are to be submitted by 15th of the previous month.
3. Applicants will be required to complete an application form, available from the Town Council office or the website (www.newenttowncouncil.org.uk). All questions on the application form must be fully completed and additional information, which supports the application, should be provided.
4. In addition to the application form, organisations will be required to provide the following supporting information;
 - a. A copy of their constitution or their aims and purpose.
 - b. A copy of their previous years certified/audited accounts.
5. Organisations must have a Safeguarding Children Policy where children and young people are involved, which is updated and in-line with current 'Keeping Children Safe in Education' Guidance.
6. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
7. Organisations must be non-profit making. Applications will not be considered from private organisations or individuals.
8. Each application will be assessed on its own merit.
9. Grants will not be made to projects that discriminate on any grounds.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. There is no guarantee that an application will be successful.

11. The organisation should have a bank account in its own name with a minimum of two authorised representatives required to sign each cheque.
12. Grants will not be made retrospectively.
13. The administration of and accounting of 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 on request.
14. Any grant must only be used for the purpose for which it was awarded unless the written approval from 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 3 months of the completion of the project.
15. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
16. All opportunities should be taken to recognise the financial assistance from Newent Town Council. The Town Council may also publicise the grant and organisation which has benefitted.
17. The Full Council will make the decision on which grants are awarded. All applicants will be contacted following the Council's decision.
18. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provision of the Local Government Act 1972, Section 137.