



Bollington

TOWN COUNCIL

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Grants Awarding Policy

This Policy was adopted by the Council at its meeting held on 4th April 2023.

This version of the Grants Awarding Policy supersedes any previous versions.

Contents

1. Introduction.....	3
2. Policy.....	3
3. Application Procedure.....	3
4. Assessment Procedure.....	4
5. Successful Applications.....	4

Table 1 Document Version Control

Version	Date	Initials	Comment
00.01_2023	27/02/23	JM	Reviewed and updated former version of policy
01.00_2023	04/04/23	HW	Reviewed by Finance and Audit 13/03/23 and approved at Full Council 04/04/23
02.00_2023	12/06/23	HW	Removed the statement 'Only one application for a grant will be considered from any organisation in any one financial year', Finance and Audit minute reference FA19/23.

Date of next review – Quarter 3 2024

1. Introduction

The Council has the power to award grants to organisations that will benefit the town and its residents.

2. Policy

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

Providing a service

- Enhancing the quality of life,
- Improving the environment,
- Labour costs for Town Wardens supporting community events.

The Council will NOT award grants to:

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide, 'Upward funders', ie local groups where fund-raising is sent to a central HQ for redistribution,
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be added to at the Council's discretion.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.

3. Application Procedure

Organisations requesting financial assistance are required to submit by 31st October for each financial year in which they require assistance:

- A completed application form,
- Copies of their last year end accounts together with latest bank statements. If your application is less than £200 a copy of your current bank statement will be adequate,
- Information as to the specific purpose for which the grant is required,
- Whether any fund-raising activities are planned to supplement any deficit,
- Please detail how your organisation and its actions benefit the Bollington community.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All grants awarded will be subject to a 'report back' to Bollington Town Council as to progress and/or community benefit together with receipts, photographs and evidence.

Failure to do this may result in the Council rescinding the grant decision and seeking reimbursement of the full amount awarded.

Acknowledgement of Bollington Town Council's grant should always be made through the successful applicant's website and social media.

4. Assessment Procedure

The Finance & Audit Committee will consider all applications received by 31st October and make recommendations to the Council at its next available Council meeting and will inform all applicants of the outcome of their application as soon as possible after this meeting. In exceptional circumstances any unplanned grant request, once received in writing, will be considered at the next meeting of the Finance & Audit Committee if there are funds remaining in the Grants budget.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities. The Committee will also consider the organisation's reserves and any aims for those should be included in the application.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirement as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

5. Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Town Council. Please submit a copy of receipts or invoices to show how the grant has been spent.