



# Bromyard & Winslow Town Council

## Grants Policy

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### **Bromyard & Winslow Town Council has adopted the following policy:**

- 1) The maximum sum set aside each financial year for Grants *will be recommended annually by the Finance Committee and agreed annually at the full Town Council meeting in which the precept is set.*
- 2) All applications for Grants must be made in writing and submitted to the Clerk.
- 3) All grant applications under £2,500 will be decided by the Finance Committee. Any request for sums in excess of £2,500 will be referred to Full Council for decision.
- 4) Bromyard & Winslow Town Council must satisfy itself that the grant will benefit the area and its residents. Ideally there should be clear evidence of local need or demand for the proposed project / activity.
- 5) Each **application** must be accompanied by supporting documents:

*Evidence of having sought financial backing from other sponsors is applicable for grant applications over £1,000.*

*Trading Account & Balance Sheet for last financial year including existing bank/building society accounts*

*Or, if having just started up, basic financial information*

*Detailed breakdown of costs*

*Details of other sources of income*

*Copy of your Constitution/Rules*

*Separate sheet, if necessary, of additional information*

- 6) If the Grant requests received exceed the grant monies available in a financial year, then Councillors will target projects / donations which benefit as many people as possible within the parish.

## **GRANT CONDITIONS**

1. Grant applications will be welcomed from individuals and organisations.
2. Grants will not be made retrospectively.
3. Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority.
4. Grants will not be awarded to individuals or organisations that make, or attempt to make, profit over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
5. Organisations applying for a grant should be properly constituted, with appointed officers.
6. Applications must include information relating to any other funding streams applied for in relation to this application
7. Grants will only be considered if accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application will not be considered.
8. If the individual/organisation/body is unable to use the grant wholly for the stated purpose, monies must be returned to Bromyard & Winslow Town Council immediately.
9. The grant must be used for the purpose for which the application was made
10. Any applicant receiving a grant is required to acknowledge Bromyard & Winslow Town Council's contribution and explain how this will be done.
11. The project for which funding is sought should be completed within one year of the Grant award
12. All applicants receiving a grant must provide an End of Project Report, including a breakdown of expenditure, together with copy receipts (where requested) within 3 months of the completion of the project/activity.
13. Failure to comply with the above may result in the rescinding of the grant and a request for its return.
14. All grants are awarded at the Town Council's discretion. Bromyard & Winslow Town Council's decision is final and there is no right of appeal.