

# Councillors' Grant Scheme Awarding Policy



## Policy Overview

Witham Town Council is committed to supporting local community projects that enhance the lives of residents

Each Councillor is allocated £500 per year to fund projects that benefit their ward. This scheme is designed to be straightforward and accessible for community groups.

## Eligibility

### Who Can Apply?

Eligible groups include:

Registered Charities

Constituted 'not for profit' Community or Voluntary Groups

Social Enterprises

Village Hall and Recreation Ground Committees

Town & Parish Councils (for projects beyond their statutory obligations)

Schools (for community-benefiting projects)

### Who Cannot Apply?

Ineligible groups include:

Informal Groups

Individuals

Private Businesses

Profit-making organisations

## Grant Details

- **Grant Amount:** Each Councillor can award between £100 and £500 for each project.
- **Funding:** 100% funding is available; no match funding is required.
- **Application Timing:** Applications can be submitted at any time.
- **Decision-Making:** Your local Ward Councillor(s) will recommend grant requests for approval. Contact details for your Ward Councillor can be found at [www.witham.gov.uk/councillors](http://www.witham.gov.uk/councillors).
- **Multiple Contributions:** Several Councillors can contribute to a single project, allowing for larger grants.

- **Project Location:** Councillors may fund projects outside their ward if it benefits residents within their ward.
- **Funding Duration:** Grants must be spent within 6 months of approval, with a possible extension to 12 months in certain cases.
- **Advertising:** Groups/organisations are asked to advertise that the Town Council has awarded funding.

## Application Process

To apply, your organisation must:

- Be a formally governed 'not for profit' organisation with a written governing document (e.g., Constitution, Trust Deed).
- Have a UK bank account in the organisation's name.

## Eligible Expenditure

Grants can fund:

- Capital costs (e.g., building improvements, playground equipment)
- Revenue costs (e.g., salaries, training fees)

## Ineligible Expenditure

Grants cannot fund:

- Recoverable VAT
- Depreciation
- Bank charges or loan repayments
- Retrospective costs
- Projects that primarily benefit individuals

## Transparency and Reporting

- **Publicity:** All awards will be published on the council's website, with no personal information disclosed.
- **Monitoring:** Successful applicants must complete a monitoring form detailing project outcomes within 6 months of receiving the grant. Receipts for all expenditures must be provided.
- The Council will require as a condition of grant, the organisations to advertise the fact that grant aid has been provided by the Council.

## Legal and Compliance

Organisations must comply with all relevant legal, health and safety, and safeguarding requirements. Projects should be accessible to all sectors of the community.

## Additional Information

Witham Town Council | 61 Newland Street | Witham | Essex | CM8 2FE



- **Data Protection:** The council will handle personal information in accordance with data protection laws.
- **Elections:** No grants will be processed during election periods.
- **Councillors Interests:** If it is felt that there is a conflict of interest with the Ward Councillor recommending the grant for approval and the beneficiary the grant will be refused.

By applying for a Councillors' Community Grant, applicants confirm that the information provided is accurate and that the grant will be used solely for the stated purposes. This streamlined policy retains the essential details while making it easier to read and understand. It focuses on clarity and accessibility for applicants, reducing the complexity of the previous version.

If further information regarding any aspect of the Council's Grants Policy is required, please contact Finance Assistant, on 01376 520627 or [finance@witham.gov.uk](mailto:finance@witham.gov.uk)

**Agreed at Minute 62, Community Committee Meeting held 28.2.2022**

**Reviewed: 18.02.2025**

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POLICY NO: WTC/061 – COMMUNITY COMMITTEE