

# Grant Awarding Policy



## Policy Overview

Witham Town Council aims to direct funding towards projects and services that work in partnership with the Council's funding priorities. Grants are awarded under the Council's powers, including the general power of competence in the Localism Act 2011 where applicable, and must represent proper use of public funds, value for money and support the Council's strategic objectives.

This policy applies to all discretionary grants awarded by Witham Town Council to external organisations and is intended to ensure that decisions are fair, transparent, consistent and compliant with relevant legislation and guidance, including the Local Government Transparency Code 2015.

## Eligibility

The following groups may apply for funding from Witham Town Council-

- Voluntary Organisations
- Welfare Organisations
- Cultural Organisations
- Not for Profit Organisations
- Sports Organisations
- Social Organisations

Please note that applications from amateur boxing clubs and martial arts organisations can only be considered if the application organisation is affiliated to the sport's appropriate governing body.

Applications can only be accepted if the following stipulations are met-

- The Responsible Financial Officer must be satisfied with the accounts and financial status of the applicant.
- There will be a sliding scale of matched funding required.  
Applicants must have raised the appropriate amount of the total cost of the project elsewhere before an application is submitted. This can be through matched funding, fundraising or from grant applications from other sources.  
For grants over £5,000 – 50% of matched funding will be required of the total project cost.  
For grants between £250 & £5,000 – 25% will be required of the total project cost.  
Micro funding of less than £250 will not require any matched funding.
- The applicant has signed to indicate that they will complete a grant reporting form within 6 months of the completions of the project.
- Monies will be paid directly into the organisation's bank account.
- That commensurate benefit value will be required.
- That if successful, groups/organisations will be required to advertise that the Town Council had awarded funding.

Applicants must normally be based in, or provide clear and demonstrable benefit to, residents of Witham.

Organisations must have appropriate governance arrangements (for example, a constitution and committee), a bank account in the organisation's name requiring at least two unrelated signatories, and appropriate safeguarding, equality and data protection arrangements where relevant to the proposed activity.

The Council will not fund:

- Party-political activities or organisations
- Activities primarily promoting religious doctrine (applications from faith-based organisations for community projects that are open to all are eligible).
- Retrospective costs where the project has already been completed.
- Individuals.

### **Funding Priorities**

The council will only fund applications that help tackle the following priorities-

- Regeneration
- Community Health
- Community Safety
- Lifelong Learning
- Community Development
- Investing in Young People
- Provision of Transport Interlinking with Other Funding Priorities
- Improving Services for Older People
- Environmental Sustainability

Applications should clearly demonstrate how the project contributes to one or more of these priorities, provide evidence of local need, and explain the outcomes and benefits that will be delivered for residents.

Projects that demonstrate partnership working, leverage of other funding, and strong volunteer or community involvement may be viewed more favourably where all other factors are equal.

### **The Application Process**

Applications will only be accepted in the correct format. Application forms and guidance will be made available on the Council's website or on request from the Council offices.

If an application is found to be incomplete or requested documents have not been provided, the form will be sent back to the applicant and no further action will be taken until it is returned complete.

Applications can be submitted at any time and once reviewed by officers will be included on the agenda of the next appropriate meeting.

Funding is considered on the order in which applications are received and will be funded up to the maximum budget in any one financial year. The Council reserves the right to close a grant scheme to new applications where the allocated budget has been fully committed.

Applicants will be notified once their project has been voted on by committee and if an application has been unsuccessful the reasons why funding has not been offered will be outlined. As all committee meetings are held in public applicants are able to attend the relevant meeting if they so wish.

If an application is successful, funding will be offered as a direct cash grant. The Committee may attach special conditions to a grant, which must be fulfilled before any payment can be made, and grants may be paid in stages over a period as a project progresses and evaluation and monitoring procedures take place.

If the total amount of requested grants exceeds the budget, priority will be given to those who have not previously received a grant.

Decisions will be recorded in the relevant committee minutes and form part of the Council's published decision-making record, in line with openness and transparency requirements.

Details of grants awarded, including the recipient, purpose and amount, will be published annually on the Council's website in accordance with the Local Government Transparency Code 2015.

Officers may request clarification or further information from applicants where this is necessary to make an informed recommendation, but this does not guarantee that a grant will be awarded.

### **Grant Conditions**

Recipients must use the grant only for the purposes set out in the approved application and grant offer. Any proposed significant change to the project or budget must be agreed in writing with the Council in advance.

The Council reserves the right to reclaim all or part of the grant if:

- The grant is not used for the approved purpose.
- The project does not proceed or is significantly reduced in scope.
- The organisation is found to have provided false or misleading information.
- Monitoring information is not provided as required.

Grant recipients must keep appropriate financial records and evidence of expenditure relating to the grant for inspection if requested.

### **Evaluation and Monitoring**

Applicants will be expected to submit a completed Project Review Report within 6 months of receiving the grant funding. This is used to evaluate and assess the benefits of providing grant funding to the community.

## **Conflicts of Interest**

Members and officers involved in assessing or deciding grant applications must declare any personal or prejudicial interests and must not participate in the discussion or decision on any application where such an interest exists, in accordance with the Council's Code of Conduct and constitution.

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**

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