

# 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.

## 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.

## 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

## The Application Process

Applications will only be accepted in the correct format.

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.

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.

### **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.

If further information regarding any aspect of the Council's Grants Policy is required, please contact-

Craig Strachan, Assistant RFO on 01376 520627 or [assistantrfo@witham.gov.uk](mailto:assistantrfo@witham.gov.uk)

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

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