

HIGHWORTH TOWN COUNCIL
GRANT APPLICATIONS POLICY

It is not the policy for Highworth Town Council to award grants generally. Councillors do not believe that it is a good use of the Public Funds in its care, which is particularly relevant in the current financial climate.

It is the Council's Policy that grants will not be made to organisations, individuals or charities which are not based in or reside in Highworth, and whose activities are not generally or exclusively for the residents of Highworth.

Should an application be received which does not meet this criterion, the application is to be returned to the applicant by the Town Clerk, subject to his judgement that Councillors need to be apprised of it.

The exception to the above policy was the John Trollope Sport Aid Fund which was terminated in the 2014/2015 Financial Year. The balance of funds is still held within the accounts of the Leisure Committee which reserves the right to consider exceptional applications from Highworth sports people, until these funds are exhausted. Individual applications will continue to be considered at Leisure Committee meetings.

Applications of a more general nature may still be made to the Council, so long as they conform to and are within the rules for grants, as stated above. These applications will be considered on a General Policy and Finance Committee meeting as follows:

All applications will be considered on a case by case basis and will not set any sort of precedence for similar, follow up or "top-up" applications.

All applicants will be expected to provide supporting information or documentation as follows:

- Purpose of the requested funding
- The projected cost of the subject of the application
- The identity of those individuals or organisations who will benefit
- The location of the individual or body which must be in Highworth

Applications will not be considered if the funds are to be used for political purposes or to assist with the financing of any campaign of a social nature.

When an application is considered, Councillors may ask for documentation to support it such as

- Accounts of previous events etc
- Proof of Bank Balance
- Business Plan (if applicable)
- Terms of Reference and Constitution, if an organisation
- Details of other organisations approached for funding and grants made

Evidence and documentation is to be supplied when the grant has been spent, including copies of invoices and receipts followed by a copy of the final accounts, where relevant.

Signed..... *N Gardiner* Print Name..... *N GARDINER*

Position in Highworth Town Council..... *Town Mayor*

Date..... *29/0/17*

To be reviewed..... *2021*