



## GRANT AWARDING POLICY

### 1. Introduction

Under current legislation, Berkhamsted Town Council is allowed to allocate a sum of money within each year's budget for disbursement as grants.

The following policy sets out how Berkhamsted Town Council considers and makes grant awards.

The policy enables the Council to make an informed and fair assessment of grant applications, so that decisions on grant applications within the limited grant budget are made in a way that is fair and transparent.

### 2. Grant Awards Policy

Grants are made for activities and projects:

- in the interests of the town,
- for the benefit of some or all residents or community of Berkhamsted, or
- to improve the range of services and activities in the town.

Grants are made to support voluntary groups, charitable bodies and community organisations or new organisations or bodies who want to get established.

Generally one grant will be made to an organisation in any financial year.

The provision of a grant in one year, does not set a precedent for another year; nor does it preclude further grants in subsequent years.

Applications from organisations with substantial unallocated resources will not be considered a priority for funding.

Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.

The Town Council reserves the right to decline any application or to apply conditions to the grant.

### 3. How much is the grant?

There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £1,000.

The total amount of grants awarded in any one financial year will not exceed the sum allocated in that year budget for disbursement as grants.

The Town Council will normally expect to distribute grants to a variety of organisations. This may mean a smaller amount is awarded than that applied for.

The Council will normally only fund up to a maximum of 50% of a project cost

We will not give grants to cover costs that have already been incurred.

#### **4. Who can apply?**

You can apply if:

- you are a not for profit group operating for the benefit of the community in Berkhamsted.
- your group is set up for charitable purposes,
- you are a group of people, not necessarily constituted who has specifically come together to run a project

Applications from new groups are welcome. We will need to know:

- why you want to start the group and how it will be continued
- have you any support from people wanting to join or run the group
- how you know there is a need for the proposed activity or project.

Applications from, religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs.

Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.

Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Berkhamsted.

#### **5. Who can't apply**

The Town Council is:

- prevented by statute from giving financial assistance to individuals and
- will not aid commercial organisations which aim to generate a profit
- will not aid those that rely on professional support.

#### **6. What can we apply for?**

Grants are awarded at the discretion of the Town Council to organisations and projects which provide or improve:

- safety
- recreation
- community pride,
- sports
- art, culture or heritage
- services for children and young adults
- services for the elderly
- services for people with disabilities or
- other projects or services which the Council considers will be of benefit to the local community or residents.

## 7. What will not be funded?

Grants will not be awarded for activities that:

- should be met from statutory responsibilities
- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party political viewpoint or activity
- seek to promote or oppose a religious viewpoint or activity
- seek to fund professional services
- seek to fund salary, routine or other administration costs

## 8. Applications

Applications are accepted at any time throughout the year and are considered in accordance with the policy and criteria set out above by the Finance and Policy Committee.

Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

Amounts **over £1000 will be given only in exceptional circumstances**. If you feel you may have a special case, please discuss this with the Town Clerk in the first instance.

Grants applications should be submitted at least 10 days before the next Finance and Policy Committee meeting to be considered at that meeting, or they will be considered at the following meeting.

## 9. Considering applications

The Town Council aims to make the grant making and assessment process as open and clear as possible. To achieve this aim we hold open committee meetings, where we discuss individual applications in front of the public and press.

However, the Town Council would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

The Finance and Policy Committee, on behalf of the Town Council will consider whether funding requested is commensurate with the benefit obtained by the residents of Berkhamsted, including:

- how well the grant will meet the needs of the community
- how effectively your group will use the grant
- whether the costs are appropriate

- whether realistic level of contributions have been or are being raised locally
- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- how the group is managed

The application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place and all staff are to have valid police checks.

Applicants will be expected to demonstrate that they have adequate public liability or other insurance for their activities wherever required.

If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

**Please do not hesitate to contact the Town Clerk if you would like to talk through the application form before completing it.**

#### **10. Award of Grants**

Applicants will be informed of the decision on their grant application within two weeks of the Finance and Policy Committee meeting considering the application.

Grant awards will be paid by cheque to the bank account of the organisation. Cheques will not be made payable to individuals.

The grant award cannot be increased after the decision to award has been made.

#### **11. Grant Award Conditions**

Grant awards are made subject to the following conditions:

- The grant award must be used for the purpose for which the application was made.
- You must use the grant within one year.
- We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned we would expect the grant to be returned.
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Town Council
- The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.

- The applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.
- The Town Council may recognise successful groups in its own newsletter and reports to the Town.

#### **12. When a grant may have to be repaid**

If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council.

Berkhamsted Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and the Council will press for prosecution.

#### **13. Data Protection Act 1988 Information**

In signing the application form, you give permission for Berkhamsted Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

#### **14. Contact details**

Please submit all enquiries and completed application forms to the Town Clerk.

You can contact the Clerk by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Address:           The Town Clerk  
                      Berkhamsted Town Council  
                      Civic Centre  
                      161 High Street  
                      Berkhamsted  
                      HP4 3HD

Telephone:        01442 228945

Email:             [berkhamsted.towncouncil@dacorum.gov.uk](mailto:berkhamsted.towncouncil@dacorum.gov.uk)

**Berkhamsted Town Council**