



BAMPTON TOWN COUNCIL

GRANT AWARDING POLICY

Introduction

Bampton Town Council recognises the importance of supporting groups, organisations and charities that benefit the local community, and that making grants is a valuable method of support.

Availability of funds

A total figure for community grants will be agreed by the Council as part of their budget for each financial year. Once that total has been spent grant applications will be closed.

Eligibility

Requests for grant aid must satisfy the following conditions –

- The group must be a non-political, non-profit making group, organisation, educational establishment or charity
- The group must be able to demonstrate that the funding would directly serve the needs of the parish.
- The group should be formally constituted with a bank account that needs the signature/approval of at least two members. If the group does not have a bank account the application will need to be for equipment that can be purchased by the Council.
- Only applications made on the appropriate grant form will be considered. The form is available from the clerk: hard copy or by email or can be downloaded from the Council website.

Conditions

- Only one application for a grant from any organisation will be considered in any one financial year
- Proper evidence of actual expenditure must be supplied to the Council prior to the payment of any grant unless otherwise agreed. The grant must be used for the purposes specified on the application form. The Council reserves the right to refuse to pay the grant if it has not been used for the purposes specified unless it has been consulted and agreement has been given.
- Grants cannot be awarded retrospectively

Application process

- Applications are accepted at any time of the year subject to funds remaining in the community grants budget
- Applications should be made by completing the Council's Grant Application Form and enclosing a copy of the group's latest set of independently approved accounts and a copy of the latest bank statement. Copies of any quotations should also be submitted. If the group does not have these documents please contact the Clerk.
- The completed application form and supporting documentation should be sent to the Clerk by email or delivered to the Council office.
- If an application is received less than one week before a Council meeting it will be considered at the following meeting.
- Any personal information supplied will be handled in accordance with the Council's General Privacy Notice.
- Applicants are usually informed of the Council's decision within one week of the meeting

Criteria for assessment

- Completed application form and supporting documentation
- The group's finances and the financial need for funding
- What need/demand there is for the project
- How the group is set up and managed
- Value for money for the parishioners of Bampton

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