



# EARL SHILTON TOWN COUNCIL

---

Public Library, Wood Street, Earl Shilton, Leicestershire, LE9 7NE.

Tel: 01455 843386

Email: [townclerk@earlshiltontc.org.uk](mailto:townclerk@earlshiltontc.org.uk)

[www.earlshiltontc.org.uk](http://www.earlshiltontc.org.uk)

## Grant Awarding Policy

### 1. Introduction

Earl Shilton Town Council is able to provide a grant or gift to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council. The law requires that grants are directly controlled or administered by the Town Council, plus are required to be in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it' and 'the direct benefit should be commensurate with expenditure. Similar considerations will apply when determining applications for other grants.

The Earl Shilton Town Council awards grants at its discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by one of the following:

- ❖ Providing a service.
- ❖ Enhancing the quality of life for the community.
- ❖ Improving the environment and promoting the Town in a positive way.

The Earl Shilton Town Council is **not** able to award grants to:

- ❖ Private individuals.
- ❖ Commercial organisations.
- ❖ Purposes for which there is statutory duty upon other local or central government departments to fund or provide.
- ❖ Local groups where fund raising is sent to a central HQ for redistribution.
- ❖ Political parties
- ❖ Religious organisations: unless for a purpose which does not discriminate on grounds of belief e.g. 'Churches Together'.

This list is not exhaustive and may be amended at Earl Shilton Town Council's discretion.

### 2. Policy

1. All applications for grants should be submitted using Earl Shilton Town Councils application form.
2. Only one application for a grant will be considered from an organisation in any one financial year unless an additional need is justified as urgent.

3. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year or a per occasion basis.
4. The organisation must be properly constituted and administered in relation to its management and financial controls. A copy of the organisations constitution should be provided along with the last year end accounts and a statement of the organisations Equal Opportunities policy.
5. The maximum grant will be £500.00 in any one financial year. In exceptional circumstances Earl Shilton Town Council may resolve to exceed this amount.
6. Grants must only be used for the purpose set out in the application and should normally be spent within the financial year in which they are awarded. If the organisation is unable to use the money or any part of it, for the purpose stated, then all unspent monies must be returned to Earl Shilton Town Council, unless a dispensation is granted.
7. Earl Shilton Town Council may require proof of expenditure.
8. Grants will not be made retrospectively.
9. Organisations receiving grants are required to advise their users/members that the grant/equipment has been received from Earl Shilton Town Council. Where appropriate Earl Shilton Town Council may require a notice to be affixed.
10. Where equipment is gifted to an organisation, Earl Shilton Town Council require that it be insured and maintained at the expense of the user.
11. Earl Shilton Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the council.

### **3. Application procedure**

Grant requests for immediate or unplanned applications will be considered. Earl Shilton Town Council will consider emergency requests for assistance, but generally only from organisations with whom it has close links.

A grant request once a completed application form is received, will be considered at the next Full Council meeting.

Organisations will normally be expected to have:

- ❖ A completed application form.
- ❖ Clear written aims and objectives together with a written constitution.
- ❖ A separate bank account controlled by more than one signatory.
- ❖ The purpose of the grant needs to be clearly written and details of other funding methods stated on the application.
- ❖ The applicants of the grant should be in attendance at the Full Council meeting if needed to supply extra information relating to their application that may be required by councillors to enable them to make an informed decision about the grant.

- ❖ The number, or percentage, of members that belong to the organisation and that live within the Town area.
- ❖ A copy of their Equal Opportunities Policy or confirmation that it conforms to Earl Shilton Town Councils Equal Opportunity Policy.

In exceptional circumstances, for grant requests over £500.00 Earl Shilton Town Council may require that the organisation has robust tendering regulations e.g. obtaining a minimum of three tenders. Earl Shilton Town Council reserves the right to request proof of the tender process.

All grants awarded may be subject to regular 'report back' to the council as to progress and/or community benefit.

At Earl Shilton Town Council's annual budget meeting, grants will be included in the appropriate budget section for the coming financial year and will be shown clearly as a separate expenditure.

Each application will be assessed on its own merits, however, to ensure as fair a distribution as possible of available funds, Earl Shilton Town Council will take into account the amount and frequency of any previous awards, and the geographical spread within the town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. Earl Shilton Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

Nothing contained herein shall prevent Earl Shilton Town Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972 , Section 137, until such time that Earl Shilton Town Council obtains the General Power of Competence.

