



# Ross-on-Wye Town Council

## Grants Policy

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### POLICY

The General Power of Competence enables the Town Council to grant monies to qualifying organisations to support projects.

### INTRODUCTION

Ross-on-Wye Town Council is committed to encouraging community development and aims to work closely with organisations and groups by financially supporting projects that benefit local residents. The Council has a duty to ensure that grants awarded under this scheme aim to make a difference to the quality of life of people living in Ross-on-Wye.

Ross-on-Wye Town Council recognises and values the importance of partnership working with public and private sector organisations as well as community groups and voluntary organisations.

### AIM

To support and strengthen community participation, activities and events and to help develop a sustainable welcoming community.

### APPLICATION PROCEDURE

For the purpose of requesting grants, applications may be submitted at any time during the year, the Town Council's Community, Markets & Tourism Committee will consider applications received.

If the application is for an event, it is strongly recommended application is made a minimum of four months prior to the event.

Applications must be submitted on the correct application form and be accompanied by the documentation requested, i.e. the last set of accounts and balance sheet, the latest bank statement, a copy of the constitution and a statement of how the application will promote or improve the social, economic or environmental well-being of the town. Supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of accounts or a balance sheet are asked to submit a business plan or strategy with other supporting documentation. The Town Council reserves the right to request additional information to aid determination of the grant.

Once it has been decided by the Committee if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer. If the applicant is happy to accept the offer and conditions, a signed copy of the offer letter should be returned to the Town Council.

Once this is received by the Town Council the project may begin. All paperwork (including invoices) relating to the project must be retained.

On completion of the project a final report will be required. The Committee will monitor and follow up any reports not received. This will summarise what the project has achieved and break down the income and expenditure. Any unused funds must be returned to the Town Council.

### WHO MAY APPLY

Any individual, charity, voluntary group or community organisation may apply. The Committee must satisfy itself that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Ross Town Council area.

Ross-on-Wye Town Council will not fund activities of a political nature, nor discriminate on the grounds of race, religion, gender, age, sexuality or disability nor will it fund activities considered to be the responsibility of the principal authority or which it considers might lead to the statutory body withdrawing funding in the future.

Ross-on-Wye Town Council will not award grants to national organisations which do not have a direct specific benefit to the people of Ross-on-Wye or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally.

### CONDITIONS OF FUNDING

The following conditions will apply:

1. Organisations should be properly constituted, with a written constitution and appointed officers;
2. Grants will only be considered if submitted on the appropriate form (available from the Council's Offices or downloaded from the website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
3. If the project is relying on funding from the Town Council it should not be started until an offer letter has been received;
4. If the project has already started, it cannot generally be funded through this scheme;
5. Grants will not be awarded retrospectively for work, goods or services;
6. Grants awarded may be for less than the amount requested;
7. The maximum request for any applicant is £750 in any financial year (1 April-31 March). There is no minimum amount applicable.
8. Grants will not generally be awarded to finance core running costs of the organisation, salaries or wages;
9. Where a grant application is made in excess of £500.00 match funding of at least 25% of the total project/scheme is required. This can include volunteer hours at an equivalent rate of the minimum wage applicable at the time of the application.
10. If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;
11. The Town Council will require surplus funds to be returned;
12. **The grant must be used only for the purpose for which the application was made.** To support the grant, the Town Council will ask for an end of project report and may ask for receipts and/or proofs of purchases;
13. Representatives of the group will be expected to attend the town's Annual Meeting to give a presentation about their project and how the funding has helped facilitate its work;
14. The Town Council's decision will be final.