



GRANT AID AWARDING POLICY GP7

1. GENERAL

Each year the Town Council reserves a sum of money for disbursement on grants to such voluntary organisations and community groups that provide a service that benefits the residents of Bicester.

These grants are limited, and can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

To ensure fair and proper consideration is given to requests for this funding, the Council requires the following to be submitted to the Chief Officer by the official closing date:

- A completed application form
- An up to date set of accounts
- Any additional evidence that the organisation considers will support their application

2. APPLICATIONS WILL BE CONSIDERED UNDER THE FOLLOWING CRITERIA:

- 2.1. Applications will only be considered from voluntary organisations, registered charities or established community groups.
- 2.2. Applicants must be Bicester based, or proven to benefit the residents of Bicester.
- 2.3. Bicester Town Council cannot, by statute, consider applications from individuals, charities operating overseas, or funds established to help persons outside the UK.
- 2.4. Organisations will need to demonstrate that they are applying for the funds to support a specific project and not supporting day to day Running costs.
- 2.5. Applications up to a maximum of £1,000 will be considered, but awards will commonly not exceed £500.
- 2.6. Bicester Town Council will assess each application in terms of its Equality Impact to ensure that equality, social inclusion and community cohesion issues are considered before agreeing to offer grant funding.
- 2.7. The closing date is published in the local press and on the council's website. It is normally, but not exclusively, the second Friday in March each year.

Applicants will be advised of their success or otherwise by the end of April.

- 2.8. Should organisations apply during the remainder of the year, their application may be received and considered by the Finance Committee should there be any grant aid funding still available.

3. FURTHER INFORMATION

- 3.1. Applications cannot be made retrospectively for projects already completed.
- 3.2. It is expected that grant money will be spent during the year of receipt.
- 3.3. The Council reserve the right to request copies of invoices and/or other documentation as evidence that the expenditure has been incurred.
- 3.4. Successful organisations are required to submit a report within 12 months of the award being made to demonstrate how the funds were expended.
- 3.5. If the organisation dissolves, the Council expects the funds to be reimbursed.
- 3.6. The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- 3.7. There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision making process. Priority will be given to first time applicants who fulfil the criteria.
- 3.8. The giving of grant aid in one year does not set a precedent for another year.

4. BICESTER TOWN COUNCIL COMMITMENT:

- 4.1 Bicester Town Council acknowledges that new community organisations often have difficulty sourcing funding from other sources and so will give special consideration to applications from such groups.
- 4.2 Bicester Town Council will publicise the availability of grant aid throughout the town, via the media, websites, publications and posters.
- 4.3 Bicester Town Council will review the grant aid budget annually as part of the overall budgeting process.
- 4.4 Bicester Town Council will periodically review the criteria for grant aid awards.