



## 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
- A constitution or set of rules
- 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 constituted voluntary organisations, registered charities or established community groups who have a bank account in the name of the group and can demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.
- 2.2. Applicants must be Bicester based, or proven to benefit the residents of Bicester Town Council area (details of which are available from the council).
- 2.3. Bicester Town Council will only consider applications from individuals, charities operating overseas, or funds established to help persons outside the UK in exceptional circumstances, where there is a wider benefit to residents of the town.
- 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
  - How effectively the group will use the grant
  - How well the grant will meet the needs of the community
  - Whether the costs are appropriate and realistic
  - Level of contributions raised locally

- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
  - How the group is managed
  - How the grant positively benefits residents residing within the town of Bicester
  - Whether it meets equality social inclusion and community inclusion aims
- 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.
- 2.8 The application form, accounts and other information will be placed on the public agenda of the Finance & General Purposes Committee meetings. No personal data will be disclosed.
- 2.9 Applicants will be advised of their success or otherwise by the end of April.
- 2.10 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.
- 3.9 Recognition of the grant from Bicester Town Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

### **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.



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- 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.

**Policy Revised: 9 July 2018**

**Review Date: 2022**