



## PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

### 1. Introduction

Under current legislation, Princes Risborough Town Council is allowed to allocate a sum of money within each year's budget for disbursement as grants.

The following policy sets out how Princes Risborough Town Council considers and makes grant awards.

The policy enables the Council to make an informed and fair assessment of grant applications, so that decisions on grant applications within the limited grant budget are made in a way that is fair and transparent.

The aim is to promote a vibrant and active community in Princes Risborough, enhancing and maximising the range of services and activities for the Town.

### 2. Grant Awards Policy

Grants are made for activities and projects:

- in the interests of the town,
- for the benefit of some or all residents or community of Princes Risborough, or to improve the range of services and activities in the town.

Grants are made to support voluntary groups, charitable bodies and community organisations or new organisations or bodies who want to get established.

Generally one grant will be made to an organisation in any financial year.

The provision of a grant in one year does not set a precedent for another year; nor does it preclude further grants in subsequent years.

Applications from organisations with substantial unallocated resources will not be considered a priority for funding. Applications are only accepted from charitable or non-profit making organisations and grants cannot be awarded to individuals.

Applications are not considered from "upward funders", i.e. local groups whose fund-raising is sent to the central headquarters for redistribution.

Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

Decisions made by the Council on grant applications are solely a matter for and at the discretion of the Council.



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The Town Council reserves the right to decline any application or to apply conditions to the grant.

### 3. Panel

The Panel consists of the Mayor and the Chairman of each of the Committees (Finance Committee) who considers the applications for grant aid for recommendation to the Town Council.

The funds are modest, so when considering applications the Panel look at how the application benefits the majority of the community.

The Panel presents its recommendation to the Town Council for approval at the Estimates Meeting in November each year. The Panel may require successful applications to provide progress reports. There may also be a request for a site visits and meetings with the applicants to discuss the viability of the proposed project.

In exceptional circumstances and at the discretion of the Town Council, an award maybe considered throughout the year subject to available funds.

### 4. What will not be funded?

Grants will not be awarded for activities that:

- should be met from statutory responsibilities
- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party political viewpoint or activity
- seek to promote or oppose a religious viewpoint or activity
- seek to fund professional services
- seek to fund salary, routine or other administration costs

### 5. Applications

Applications are received and are considered at the Estimates Meeting in November each year for the following financial year.

In exceptional circumstance and at the discretion of the Town Council, an award may be considered throughout the year, subject to available funds.

Grant applications will only be considered if submitted on a Grant Application Form with all supporting documentation. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

Please use the minor Grants application form for Grants up to £250.



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Amounts **over £1000 will be given only in exceptional circumstances.**

### **6. Considering applications**

The Town Council aims to make the grant making and assessment process as open and clear as possible. To achieve this aim we hold open committee meetings, where we discuss individual applications in front of the public and press.

However, the Town Council would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

The Finance Committee, on behalf of the Town Council will consider whether funding requested is commensurate with the benefit obtained by the residents of Princes Risborough, including:

- how well the grant will meet the needs of the community
- how effectively your group will use the grant
- whether the costs are appropriate
- whether realistic level of contributions have been or are being raised locally
- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- how the group is managed

The application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place and all staff are to have valid police checks.

Applicants will be expected to demonstrate that they have adequate public liability or other insurance for their activities wherever required.



## **PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY**

If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

**Please do not hesitate to contact the Town Clerk if you would like to talk through the application form before completing it.**

### **7. Award of Grants**

Applicants will be informed of the decision on their grant application within two weeks of the Finance Committee meeting considering the application.

Grant awards will be paid by cheque to the bank account of the organisation. Cheques will not be made payable to individuals.

The grant award cannot be increased after the decision to award has been made.

### **8. Grant Award Conditions**

Grant awards are made subject to the following conditions:

- The grant award must be used for the purpose for which the application was made.
- You must use the grant within one year.
- We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned we would expect the grant to be returned.
- If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Town Council
- The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act.
- The applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.
- The Town Council may recognise successful groups in its own newsletter and reports to the Town.

### **9. When a grant may have to be repaid**

If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council.



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Princes Risborough Town Council reserves the right to recover the grant and/or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.

Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and the Council will press for prosecution.

### 10. Data Protection Act 1988 Information

In signing the application form, you give permission for Princes Risborough Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

### 11. Publications

The Town Council requires acknowledgment of its contribution in any publicity material. Some grants may be more formally recognised with a presentation from the Town Mayor.

### 12. Contact details

Please submit all enquiries and completed application forms to the Town Clerk.

You can contact the Clerk by telephone, email, in writing or visiting the Town Council Office.

#### Contact details are:

*The Town Clerk  
Princes Risborough Town Council  
The Princes Centre  
Clifford Road  
Princes Risborough  
Bucks HP27 0DP*

Telephone: 01844 375912  
Email: [towncouncil@princesrisborough.com](mailto:towncouncil@princesrisborough.com)

**Adopted 24 November 2015**