



This Policy sets out the Town Council's policy on awarding small grants.

1. Introduction

A grant or subsidy is any payment made by Tring Town Council (the Council) to be used by an organisation in the furtherance of the well-being of the local community, either generally or for a specific purpose, and which is not directly controlled or administered by the Council.

The purpose of this policy is to advise those wishing to apply for a grant on how to make an application, how the application is considered and the process once a decision is made.

2. General

The contribution made by the many organisations and individuals to the well-being of the local community is recognised by the Council as important to our society. The purpose of any grant or subsidy given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Tring. This policy has been prepared to explain the main details of the grant scheme so please read it carefully before you complete the application form which is available on the Council website or on request to the Clerk.

Applications must be addressed to the Clerk of the Council, with a brief covering note on your organisation's headed paper.

Although the Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the recipient's responsibility. There is a limited budget for grants each year, so it is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.

3. Conditions of funding

Applications will be considered from organisations for, but not limited to, capital funding for equipment, revenue grants to help pay running costs and funding for particular events or projects.

Applications will not be considered from:

- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion;
- Private organisations operated as a business to make a profit or surplus;
- Individuals (for legal reasons);
- "Upward funders", i.e., local groups whose fundraising is sent to their central HQ for redistribution.

Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Schools will only be grant aided for environmental purposes or if, in the opinion of the Council, their application is for the benefit of the wider community.

Applications from organisations within the education, health or social service sphere will only be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.

All applications must demonstrate how the grant or subsidy will benefit the local community within the Parish and it is helpful if you indicate what percentage of your membership or beneficiaries are from Tring Town.

Applications must be accompanied by a set of the group’s last audited/examined accounts; or copies of recent bank statements, if a small group.

Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. Additional applications within a 12-month period will not normally be considered.

Each application will be assessed on its own merits and will be considered along with other applications at a Council meeting. To ensure as fair a distribution as possible, the Council will take into account the amount and frequency of previous awards to the organisation and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

The Council reserves the right to request any further information that it deems necessary to assist the decision making process.

The size of any grant awarded is at the sole discretion of the Council but usually will not be in excess of £500.

4. Grant decision

Grant applications will be considered either at a Council meeting (monthly except March and August) or by the Council’s Finance & Policy Committee, which meets five times a year. (Any grant in excess of £5,000 shall before payment be subject to ratification by resolution of the Council). Details of the dates of Council meetings are on the Council’s website.

The application form must be received by the Clerk at least one week before the date of the Council meeting. Late applications of an urgent nature can sometimes be accommodated.

Applicants can attend the Council/Committee meeting where their application is to be considered.

The Council/Committee may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

Applicants will be informed as soon as possible after the Council/Committee meeting as to the outcome. If the application has been approved, the Council aims to send a payment by cheque to the organisation as soon as practicable.

The Council reserves the right to refuse any grant application that it considers to be inappropriate or against the objectives of the Council.

Further, the Council will not fund activities outside its powers and functions.

5. After the decision

All awards made will be subject to the following conditions:

- i) The award is public money therefore the Council must be satisfied that value-for-money is being achieved. An audit trail for any expenditure should exist.
- ii) Written report – a report is to be submitted to the Council following the completion of the project including details of what was done, how the award was spent and whether or not the objectives in the application were achieved.
- iii) Recognition of award – the Council's contribution to the project should be acknowledged in all publicity. Draft press releases are to be sent to the Town Clerk for consideration prior to release. The Council will publicise its support of successful applications.
- iv) Timescale - the anticipation is that funds will be spent within a year of the award being made.
- v) Underspends – any underspend at the end of the project will be returned to the Council. In the event that a project does not proceed the grant is to be returned to the Council.

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