



GRANTS

Revision History

Version	Issued	Notes
2009		Historical Policy
1.0	25th June 2012	Reviewed by F&GP Committee on 29th October and Recommended for adoption by Council (with modifications)
1.1	3rd December 2012	V1.0 with modifications as requested by F&GP Committee
1.2	10th December 2012	Approved by Town Council
1.3	28 th April 2014	Approved by Town Council

Introduction

Bishop's Stortford Town Council currently has a commitment to offer grants to a wide variety of organisations that demonstrate good value for money and help to develop or maintain opportunities for the residents of Bishop's Stortford

The aim of the grants is to support projects that show a clear benefit to the residents of the Town.

Policy Statement

Community Grants will be awarded to support and encourage a diverse range of community activities across all age ranges, a wide range of interests, initiatives and events that help to meet the needs of the residents of Bishop's Stortford. In determining applications, the Council will give particular consideration as to how each proposal helps to meet the Council's objectives for the Town.

Guidelines and Criteria

Grants will normally be given only to

- Voluntary, charitable organisations or not for profit organisations, based in or serving the area of the civil parish of Bishop's Stortford
- Individuals resident in or around Bishop's Stortford where the grant is for charitable or educational purposes and for the benefit of the residents of the civil parish of Bishop's Stortford

Grants will not be awarded to National Charities unless it can be demonstrated that the local branch will benefit directly. Written evidence must be provided.

Grants may be made:

- for capital purchases, in which case no more than one application may be made per project
- for one-off projects (which may include a combination of revenue and capital items), in which case no more than one application may be made per project
- for revenue support, in which case no more than one successful application may be made by any organisation (or group of related organisations) in any three year period.

In exceptional cases only, the Council will consider requests for recurring revenue support from organisations which play a lasting and central role in the delivery of the Council's strategic objectives.

In the event that recurring support is granted the Council will normally reserve the right to withdraw support at the time of annual renewal or will apply alternative notice terms which will be specified on a case by case basis.

The Council will not normally provide grants for

- services that should be funded by other statutory authorities
- political purposes
- to supplement any shortfall in expenditure incurred by another authority with responsibility for the service involved.

All applicants must submit

- An application on the prescribed grant application form
- evidence that the project or endeavour for which a grant is sought is financially viable
- evidence that there is a real financial need for the grant

Organisational applicants must submit, in addition, accounts for the most recent financial year which should show that the accounts are well managed and the organisation as a whole is financially viable.

Applications will be considered by the Full Council at ordinary meetings of Council. The Council cannot guarantee a grant to any organisation or individual. Each grant application is considered on its individual merits.

The Council will normally expect to distribute grants to a variety of organisations, this may mean a smaller amount is awarded than that applied for. The Council reserves the right to decline any application or to apply conditions to the grant.

The Council will require all organisations to provide a formal acknowledgement of receiving grant aid. In the case of individuals, the Council will require a report of the project or other agreed method of verifying the use for which application of grant was made.

When a grant is awarded, the Council also reserves the right to reclaim part or the entire grant if it is not satisfied that it has been spent in accordance with the application and/or conditions applied by the Council. It will only take this action after giving the organisation or individual any opportunity to make representations.