

## Policy and Guidance for Awarding Grant Aid to Local Organisations



### 1. Aims and Objectives

- 1.1 Didcot Town Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the town so as to benefit the residents of Didcot. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- 1.2 The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.
- 1.3 Didcot Town Council will also:
  - a) Publicise Grant Aid availability widely throughout the Town, including the use of social media
  - b) Review the Grant Aid budget on a regular basis and at least annually
  - c) Review the Policy and application process for Grant Aid once every two years

### 2. Application process

- 2.1 To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:
  - 2.1.1 A completed application form describing in detail what the Grant Aid will support and identifying how this will benefit the residents of Didcot.
  - 2.1.2 The most recent income and expenditure account, or in the case of a new venture/initiative, a fully costed current plan with financial information.
  - 2.1.3 Constitution or rules of the organisation.
  - 2.1.4 A chart showing the roles individuals take in the organisation as positions of responsibility.
  - 2.1.5 Details of any additional funding secured or applied for, as well as any fundraising carried out.
  - 2.1.6 Any additional information the organisation considers will support their application.

### **3. Applications will only be considered if they comply with these conditions:**

#### **3.1 Organisation and Locality**

- 3.1.1 Applications will only be accepted from charitable, voluntary, and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's Grant Aid scheme.
- 3.1.2 Organisations should be located within Didcot Parish, or if outside the boundary, their work should be of benefit to the town and its residents.
- 3.1.3 At present, the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

#### **3.2. Type of Financial Assistance**

- 3.2.1 The Council may award a grant towards specific projects or purchases of equipment and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the town and/or its residents.
- 3.2.2 The Council will not contribute towards wages or salaries.

#### **3.3 Deadline for Applications**

- 3.3.1 The deadline for the receipt of applications is FOUR weeks before a Finance and General Purposes Committee meeting (dates of such meetings are publicised widely and are available from the Town Council offices, by telephone 01235 812637, by email [council@didcot.gov.uk](mailto:council@didcot.gov.uk) and they can also be found on the Council's website [www.didcot.gov.uk](http://www.didcot.gov.uk).)
- 3.3.2 During the period between the Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee and/or Town Council staff.
- 3.3.3 Applicants will be advised whether their application has been successful after the Committee meeting during which the application was considered.

### **4. Commissioning Services**

- 4.1 The Council may identify particular sections of Didcot Parish where they feel residents have particular needs for assistance, or help, that are within the Council's authority. Should the Council decide to address these needs as a matter of policy, the Finance and General Purposes Committee will be directed to fulfil this requirement.

4.2 In realising the Council's wishes the Committee may invite organisations that meet the requirements of Section 3 to submit applications that satisfy some, or all the service requirements detailed in the policy referred to in Para 4.1.

## **5. General Conditions**

- 5.1 Grants should be spent for the purpose and on the project/activity for which they were given, and the Council will expect due recognition and advertisement of any Grant Aid awarded.
- 5.2 Successful grants should primarily benefit the residents of Didcot.
- 5.3 Grants will not normally be made for money already spent.
- 5.4 Organisations receiving Grant Aid are required to provide the Council with a written report within four months of the award date. The report should detail how the funds were spent and how residents of Didcot benefitted, or how they continue to benefit. The report may also be included on Didcot Town Council's website and Social Media pages and passed to the local press where possible.
- 5.5 Organisations receiving Grant Aid may be invited to give a presentation to the Committee or Council.
- 5.6 Organisations are not restricted to the number of Grant Aid applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.
- 5.7 The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.
- 5.8 If contractors are used for any work, the Council may require organisations to provide written estimates and confirmation that all relevant RAMS and insurances are in place.

Policy amended and agreed: 25<sup>th</sup> September 2023 at the Finance and General Purposes Committee

Next review: 2 years