



**WHITEHILL
TOWN COUNCIL**
Serving Whitehill & Bordon

GRANT AID POLICY

Whitehill Town Council (the “Council”) awards grants to assist the following local organisations each year:

- Recreation
- Entertainment and Arts Activities
- Parks and Public Open Spaces
- Voluntary Bodies
- Grants to Public Appeal/Charities and Public Bodies in the UK
- Advice and Assistance Agencies

Eligibility criteria:

- Grants shall NOT be awarded to an individual, unless classed as a ‘Voluntary Organisation(s)
- Grant Aid applications are permitted from organisations within and outside the Parish of Whitehill & Bordon as long as evidence of local benefit can be provided.

Supporting Evidence:

The documents in the supporting information list below must be submitted as part of the application for both grants:

- A copy of the constitution or membership rules
- A copy of the audited accounts & balance sheet from the previous year
- Cash flow projection for the current year
- A business Plan to include a forecast of sustainability
- Child Protection Policy (for projects working with children and/or vulnerable people)
- Evidence to show previous awarded grant funding has been spent and on what
- Evidence to demonstrate how this project would benefit the area and how many residents would benefit

Information:

- The Council categories of grants; Major Grant Aid (for any amount of £3,001 or over in any one financial year) and Minor Grant Aid (£3,000 or less in any one financial year) per year.
- The Council sets both Grant Aid budgets during the autumn prior to the financial year in which it will be spent.
- Grants may be awarded under the General Power of Competence which gives the power to “do anything that an individual generally may do” provided that activities are lawful and are not a duty carried out by another statutory body. (Localism Act 2011, s1).
- Applications will be accepted with no match funding, however, the Council will discourage applications seeking 100% funding, unless under £500.
- Applications are permitted for one off projects.
- Applications for Grant Aid (Major or Minor) received from organisations that hold unallocated reserves in excess of one year’s operational requirements will not be eligible for Grant Aid.
- All applications will be considered on their own merit and will not be predetermined by any committee before the meeting and will be discussed during the Executive meeting for transparency.
- The Council is under no obligation to enter into ongoing commitments from year to year for the provision of Grant Aid (Major or Minor).

Major Grant Aid

1. All Major Grant Aid applications will be determined and authorised by the Executive Committee, subject to Financial Regulations where any proposed grant of over £25,000 must be recommended to full Council for ratification (decision.)
2. Organisations are invited to submit their Major Grant Aid applications by completing a Major Grant Aid application form available from the Council website.
3. The closing date for applications is 31st December each year, for grants available from the following financial year 1st April to 31st March.
4. Applicants will be invited to attend the grant meeting to give a presentation to the Executive Committee and answer any question(s) the Council may have regarding their application.
5. Applications will be considered at an Executive Committee meeting in January or February of the following year and successful applications will be paid in two half instalments of that financial year in April and October.

Minor Grant Aid

1. All Minor Grant Aid applications will be determined and authorised by the Executive Committee. Organisations are invited to submit their Minor Grant Aid applications by completing a Minor Grant Aid application form available from the Council website:
<http://www.whitehilltowncouncil.gov.uk/>
2. Minor Grant aid is considered twice a year and the closing date for applications is 31st March and 30th September each year.
3. Applicant(s) will be invited to attend the grant meeting to answer any questions the Executive Committee may have.
4. All applications received will be considered at a meeting of the Executive Committee in the months of April or May and November and successful applications will be paid in one instalment as soon as reasonably practical after the meeting.

Evaluation

All applications will be evaluated against the following criteria:

1. All applications that meet eligibility criteria will be reviewed by the Executive Committee.
2. Members shall consider the following areas:
 - Organisation's level of reserves
 - Running costs
 - Number of Parish beneficiaries/impact on the community
 - Evidence of match funding or secured partnership funding
 - Long term viability of the organisation
 - Application & all supporting evidence has been received during the specified deadline
3. The Executive Committee may use a scoring system aid to assist in facilitating its decision or any other method that may be agreed from time-to-time.
4. Individual members have total prerogative to vote on awarding a grant in any way they see fit and the Executive Committee decision shall be final.

Terms & Conditions

- The Executive Committee reserves the right to impose any condition on a grant award commensurate with the level of grant.
- The Executive Committee reserves the right to specify outcomes in an award email.
- The Executive Committee reserves the right to request evidence of expenditure.
- The applicant is required to report back all conditions, outcomes and expenditure as specified in the offer email.
- The reporting method is completion of a Grant Aid Monitoring Form to be returned to the Council office within 6 months of the grant payment.
- The Executive Committee reserves the right to request that funds are returned if a Grant Aid Monitoring Form is not provided to Council, or funds are not spent appropriately.
- Any applicants received after the deadline to reply shall be automatically rejected.