



## UPPINGHAM TOWN COUNCIL

Address: Town Hall, High Street East, Uppingham,  
Rutland LE15 9PY

Policy: **Grant Aid Policy**  
Date: 6<sup>th</sup> February 2019  
Version: 3.0  
Approved: Full Council

### GRANT AID POLICY & RULES

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#### PURPOSE

Uppingham Town Council under the General Power of Competence can allocate up to £12,000 of grants for the community of Uppingham. In order to safeguard the interests of Council Tax Payers, Uppingham Town Council needs to ensure that the money available for grant aid is utilised in a proper and equitable manner.

To assist Parish Councillors in making proper assessments of grant applications all applicants are advised to be mindful of the guidance given below. It should be noted, however, that fulfilment of the criteria will not necessarily result in grant aid. Reasons for refusal or part payment of grant requests will be supplied upon request.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year, but this may not necessarily be expended in full.

#### CONDITIONS & GUIDANCE FOR APPLICANTS

Requests for grant aid will only be considered from the following categories:

- ✓ An Uppingham based charity
- ✓ An organisation serving the needs of Uppingham residents
- ✓ Uppingham residents requesting grant aid for a project / event, which will be for the benefit of the local community
- ✓ An Uppingham based club, association or charity organisation serving a specific section of the community or the community as a whole
- ✓ A local or national organisation / group, which serves the needs of Uppingham
- ✓ A local branch of a national organisation / group which serves the needs of Uppingham residents

#### CONSIDERATIONS

In deciding upon individual requests, consideration will be given to:

- The likely beneficial impact on Uppingham residents;
- The overall financial circumstances of the group applying for funds;
- The efforts being made by the group to fund its own activities;
- The extent of previous Council support for the group;
- The funds available to cover requests for the remainder of the financial year;
- If sports organisations and clubs apply Council will want to see evidence of safeguarding policies, inclusion of all ages and abilities of participants;
- Council members may request to visit the project to understand the proposal in more detail.

Requests will not be considered for retrospective expenditure and should be spent within twelve months from the date the grant is awarded.

Grants are awarded to support individual projects or events and to provide transitional support for local organisations experiencing difficulties. They are not intended to provide permanent support. The maximum grant award is 20% of the budgeted amount of grant aid (currently £10,000 for 2019/20) or the residual balance having discharged grants in the year not exceeding £2,000.

## **APPLICATION PROCESS**

Applications will be considered twice a year in May and November at the Full Council meeting on the first Wednesday in those months. For the 2019 election year the May awards will be considered in June Full Council. To ensure that fair and proper consideration may be given to all requests, the Council requires the following to be submitted:

- A completed application form 10 days prior to that May and November meetings;
- The most recent income and expenditure account plus balance sheet (or a financial projection for the current financial year if a new organisation)
- Constitution or rules of the organisation
- Confirmation that the organisation has approved the grant aid application by its board or organising committee. This can be supplied in letter format or by approved minutes.
- Any additional information the organisation considers will support their application.
- Cheques will only be issued to the organisation applying and will be issued within 14 days of the grant being awarded.

## **PROJECT COMPLETION**

The Clerk will write formally in February each year to ask the previous year's successful applicant to complete an evaluation form and provide copies of receipts and invoices associated with the project. Applicants will be asked to consider the following:

- How the funding has been used.
- The impact of the project on the local community.
- The number of individuals benefitting from the project.
- How the applicant has measured the benefits.
- Inform us of any problems with the delivery of the project.

Responses to the evaluation questions may necessitate a visit by members of the council to see the realised benefits of the grant. In addition, the recipients of the grant will be invited to the Annual Town Meeting in April to provide an update on how the grant monies have been used and the ensuing benefits to the community.

## **EMERGENCY FUNDING**

Should an organisation require funding outside of the two applications submission dates of May and November, they should contact the Town Clerk for the matter to be discussed with the Chair of the Town Council. A decision will be relayed once the rationale is fully understood.