WARWICK TOWN COUNCIL

GRANT AWARDING POLICY

1. **Purpose**
   The purpose of this policy is to establish a clear criteria and a transparent process for awarding grants to community groups and organisations that directly benefit the residents of and businesses in Warwick.
   This policy ensures fairness, accountability and efficient use of public funds.

2. **Scope**
   This policy applies to all grant applications submitted to the Town Council.
   A grants budget will be set annually during the budget setting process in January.

   Grants may be awarded for the following;
   1. Community Grant Funding
   2. Event Grant Funding
   3. Community capital funding

3. **Eligibility Criteria**
   Applicants must meet the following criteria to be eligible for a grant:
   - Be a non-profit organisation, registered charity, community group, or an individual acting on behalf of such groups.
   - Demonstrate that the project or activity provides a clear and measurable benefit for residents and or visitors in one or more of the seven wards of Warwick Town council, CV34.
   - To take place within the geographical boundaries of the town and where applicable demonstrate direct economic benefit to the CV34 Warwick businesses. For event grants.
   - Not have received a grant from the Town Council in the same financial year
   - Clearly show best value for money
   - The organisation / community group applying for funding must have their own bank account. Registered charities must provide evidence of their charity number.
   - Grant amount requested must not exceed £5,000
   - Start-up organisations will be eligible to apply to the fund, subject to such applications being supported by bank statements and evidence that they are formally constituted and financially accountable.
   - If your organisation is VAT-registered and you are able to claim VAT costs back, these costs should not be included in your application.
   - Where an organisation requests funding over a period of years, they will be required to attend the committee meeting to provide an update on their organisation before the committee agree to their annual funding

- The Town Council must be credited in any publicity arising from the award of a grant.
- Community funding & event funding applications must include at least 3 comparison quotes, for material items, to ensure best value for money (where applicable) Items must be purchased from CV34 businesses where possible. If this not possible a clear explanation why should be included.
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project
- Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional channels, unless there is at least matched funding or an agreement by those other agencies to pick up ongoing costs after the initial contribution from the Town Council.
- Evidence sustainable best practice and neutral carbon impact where relevant
- Demonstrate how local biodiversity and or natural resources will be enhanced or protected
- Community Grant Fund & Event Grant Fund applications must be signed by a local Town Councillor to indicate their support before submission.
- Submit a completed application form along with all required supporting documentation at least 10 days before the committee meeting.

4. Exclusions

The Town Council will not award grants for:

- Projects that promote political or religious views.
- Commercial ventures or private enterprises.
- Retrospective applications.
- Projects that have already started or been completed
- Activities that solely benefit an individual rather than the wider community

5. Types of Projects Supported

The Town Council may consider awarding grants for:

- Community events or activities that promote inclusion and engagement.
- Environmental improvements, including conservation projects and green initiatives.
- Cultural, recreational, or educational programmes and initiatives.
- Reduces loneliness and or isolation
- Improves health and wellbeing
- Purchasing equipment or improving facilities, that benefit the community.
- Ongoing day to day activities of a charity or community organisation that provide community benefit

6. Councillor Responsibility

- Ensure the correct grant application form is completed accurately and in full before being sent to the Town Clerk.
- Ensure the supporting Councillor section is completed in full
- Be prepared to introduce the grant at committee
- Councillor should declare an interest if attending the committee meeting where the grant application is on the agenda

7. Application Process

- Grant applications will be discussed at an appropriate committee meeting, Community and Culture or Economic and Tourism. If the application is time sensitive the grant can be discussed at Finance and Policy.
- Applicants must complete the appropriate Warwick Town council application form in full for either a Community or an Event grant.
- Community Capital Fund applications should be made in writing directly to the Town Clerk. Community Capital Fund applications should also have the backing of a Town Councillor. The Councillor should submit a supporting letter to the Town Clerk. Both documents will be considered at committee.
- Applications will not be taken to a committee until the Assistant Town Clerk is confident all the criteria are met.
- Applicants are encouraged to attend the committee meeting when their grant application is being discussed.
- If an applicant needs further guidance, contact the Assistant Town Clerk.

8. Decision-Making Process

Applications will be reviewed by the Town Council at an appropriate committee meeting then at a Full Council meeting if the grant requested is over £3,000 and has committee approval.

Decisions will be based on the following criteria:

- A first come first served basis
- The demonstrated direct benefit to the community.
- Value for money and efficient use of funds.
- Availability of funds within the Council's budget.

The Town Council decision is final. Feedback will be provided to unsuccessful applicants upon request.

9. Conditions of Grant

Grant recipients are required to:

- Use the funding solely for the purposes outlined in their application.
- Return any unspent funds to the Town Council promptly.
- Acknowledge the Town Council's support in any promotional materials, publications, or events related to the project.
- Provide a report at the Annual Town Meeting showing how the money has been spent and the benefit the grant has provided.
- Complete a funding acceptance form, which requires proof of expenditure, before any monies are paid. [1]

[1] Should the organisation not have sufficient funds to use before receiving their grant money, Warwick Town Council will release their monies under the condition that proof of purchase would be provided within 10 days. Excess grant money should be paid back to Warwick Town Council within 10 days of spending the monies.

- If Town Council grant funding is not spent within two years of the grant being awarded, it will be automatically rescinded.

10. Grant Payments

- Payment to be made to the organisation not an individual
- Payment will be made by bank transfer
- Receipts are to be provided before any payment is made.
- The Town Council reserves the right to recover funds if the grant conditions are not met or if funds are misused.

11. Monitoring and Audit

This policy will be reviewed annually to ensure it remains relevant, effective, and aligned with Warick Town Council's objectives.

Grant applications must be completed in full and applicants should provide all information requested if the grant is approved.