

# WARWICK TOWN COUNCIL



## Grants Policy

Warwick Town Council offers grants to community organisations and individuals which can evidence a clear need for financial support and demonstrate it contributes towards the vision and aims of the Town Council.

### Process

- The applicant must clearly demonstrate how the application will be of benefit to the community
- The application should clearly show best value for money
- The organisation must be non-profit making and/or hold charitable status.
- Grants will not be made for retrospective applications.
- Only one application will be considered from an organisation in each financial year.
- Grants will not be made to fund activities promoting religious or political beliefs.
- 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.
- The Community and Cultural Committee oversees Community Funding of up to £3,000. The Economic & Tourism Committee oversees Event Funding of up to £3,000. All grant applications over the value of £3,000 will be taken to the relevant committee meeting for recommendation, followed by a decision at the following Full Council meeting.
- Completed applications must be received at least 10 days prior to the committee meeting
- Once the grants budget has been spent in any year the Council will not consider further applications unless the Council believes the application is of special merit.
- Community funding applications must include at least 3 comparison quotes to ensure best value for money
- Section 6 of the application, Town Councillors Declarations, must be completed before submitting your application to the office

### Procedure

- A grants budget will be set annually, during the budget setting process in January.
- Subject to funds being available, community funding applications will be considered by the Community & Cultural Committee and event funding will be considered by the Economic and Tourism committee.
- Applications must be made on the Council's application form.
- Successful applications will be asked to report at the Annual Town Meeting, showing how the money has been spent and the benefits the grant has provided.
- Warwick Town Council must be acknowledged as a sponsor in any promotion of the project / event
- Applicants will be informed of the Council's decision following the Committee Meeting.
- A funding acceptance form, which requires proof of expenditure, would need to be submitted to Warwick Town Council before any monies are given. 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.