

# PART 2 - WARWICK TOWN COUNCIL GRANTS POLICY



Our grants have been established as one of a number of ways of helping communities, particularly deprived areas, to address local issues of concern to them. It will contribute to the Council's objectives of involving community representatives in identifying local needs, supporting the role of Councillors, and the representative role of the Town Council.

## Process

- The applicant must clearly demonstrate how the application will be of benefit to the community and to a significant number of residents within the Warwick (CV34) boundary
- The application should clearly show best value for money
- The organisation must be non-profit making and/or hold charitable status.
- The organisation / community group applying for funding must have their own bank account. Registered charities must provide evidence of their charity number.
- 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.
- 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.
- Committee meetings can approve grants up to the value of £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.
- If the budget for a particular grant is fully allocated in any year, the budgets will be reviewed at the next Finance and Policy Committee meeting, under forecasts section of the agenda, to determine whether funds can be transferred from any underspent grant budgets
- 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.
- Community Grant Fund & Event Grant Fund applications must be signed by a local Town Councillor to indicate their support, before submitting your application to the office.
- Community Capital Fund applications should also have the backing of a Town Councillor. The Councillor should submit a supporting letter to the Town Clerk alongside the applicants request. Both the application and the Councillor's endorsement will be considered at the next committee meeting.
- Applications will not be taken to a committee until the Finance and Communication Officer feels that the criteria is met.

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## Procedure

- A grants budget will be set annually, during the budget setting process in January.
- Subject to funds being available, applications will be considered by the Community & Cultural Committee or Economic and Tourism committee. If time sensitive the grant application can be taken to Finance & Policy, Community & Culture or Economic & Tourism
- Applications for Community & Funding must be made on the Council's application form.
- Community Capital Fund applications should be made in writing directly to the Town Clerk
- Successful applications will be expected to provide a 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/Full Council 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.
- Town Council grant funding must be spent within two years of the grant being awarded.