



Huntingdon Town Council

Grant Application Policy

This policy sets out the Town Councils position and procedure for awarding
S137 grants.

Adopted: Finance Committee 20th July 2017

Revised January 2023

Approved at Finance Committee on 26th January 2023

Huntingdon Town Council Community Grant Scheme

In accordance with the Local Government Act 1972, Section 137, Huntingdon Town Council sets aside a sum of money each year which can be applied for by local organisations for “purposes, which may bring a direct benefit to their area or any part of it for some or all the inhabitants”.

This document sets out the Town Council’s policy and procedure for grants and donations under Section 137 of the above Act with its aim of ensuring that all of its award-making activity is open, transparent, fair and supports local organisations.

The Town Council’s awards are open to established voluntary or community groups, as well as new or informal groups of residents who are or intend to become formally constituted by the date of application.

Who is eligible to apply?

To be eligible for the award of a grant under Section 137 an organisation **must**:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a constitution, or set of rules, which defines its aims, objectives and operational procedures.
- Be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group.
- Have a bank account operated by a minimum of at least two joint signatories.

What can be funded?

- The project should be something which makes the local community a better place in which to live, work or visit.
- It should benefit the people who live in the town.
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Each group may only make one application per financial year.
- Grant awards are capped at a maximum of £500.

The following are NOT eligible:

- Support for individuals or private business projects.
- The running costs of any organisation.
- Projects which are the prime statutory responsibility of other government bodies.
- Projects which improve or benefit privately owned land or property.
- Projects which have already been completed or will have been completed by the time the grant is made.
- Organisations outside of the town, unless there is a direct benefit to the town.

- Organisations which support or oppose any political party.
- Organisations that discriminate on the grounds of gender, race, disability, sexual orientation, religion and belief or age.

Conditions of support

The Town Council may make the award of any grant subject to all or some of the following conditions. Required conditions will be at the discretion of the Town Council and consider an organisation's individual circumstances.

- In order to fully understand your project or activity, Town Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes.
- Funding must be spent within the financial year awarded and cannot be added wholly or partly to your reserves.
- The grant must be used for the purpose for which the application was made. If the grant cannot be used for the stated purpose, all monies must be returned to the Council.
- All recipients of grants must provide a written report of how the grant money has been used within 6 months of receipt of the grant. As all Council money must be accounted for, evidence of expenditure must be supplied. The Council reserves the right to request a refund of monies awarded if the evidence supplied is unsatisfactory.
- The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Town Council would ask that you acknowledge its support in your publications, publicity and annual papers.

When to apply

The Town Council considers applications twice a year, at a meeting in April and a second meeting in October. All applications should be sent to the Town Clerk 14 days prior to the Grants Sub Committee Meeting. Only application forms received by these dates will be considered at the meeting.

Awards will not exceed the agreed annual budget unless the Town Council agrees to make an award under exceptional circumstances.

All groups will be treated equally. If an organisation has had a grant previously, they are not guaranteed to receive financial support again, but are not excluded from applying in a different financial year. A fresh application will be required each time.

How will decisions be made?

All applications will be judged after the closing date. Each application will be assessed on its own merits. The Council will consider whether the application satisfies the requirements of S137. Applications will be considered by Grants Sub Committee who will recommend applications for approval to the Finance Committee. Once the Finance Committee has ratified and approved the applications, payment will be made to the successful grant applicants. Applicants may be required to attend the Grants Sub Committee to answer any questions councillors may have about the items/project.

Unfortunately the Town Council may not be able to fund all projects as there may be more applications than there is money available. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicants own fundraising activities. The Town Council reserves the right to refuse any application which it considers to be inappropriate, or contrary to the objectives of S137.

There is no right of appeal for unsuccessful applications.

How to apply

Applications should be made in writing. A copy of the application form is attached to this document.

If you require any further information, please contact the Town Clerk

Huntingdon Town Council
Town Hall
Market Hill
Huntingdon
PE29 3PJ
Town.council@huntingdowntown.gov.uk
01480 411883



Huntingdon Town Council Community Grant Scheme Application

Please read the Town Council's policy for awarding grants before completing this form.

SECTION ONE: ABOUT YOUR ORGANISATION

1	Name of the group or the organisation making the application:
2	A short description of aims and objectives of the group or organisation:
3	Contact Details. Name and position in the organisation: Tel. no: Email: Correspondence address:
4	Is the organisation a registered charity? If yes, please provide charity registration number.
5	Does your organisation have:

A constitution: Yes/No
Accounts: Yes/No
Equal opportunities policy: Yes/No
Safeguarding or child protection policy*: Yes/No
Health and safety policy: Yes/No

Please include an electronic copy of these documents where available.

If these documents are not supplied, please advise why these details are missing.

**If you are not able to provide a safeguarding or child protection policy, please advise how you will monitor and ensure the protection of children and vulnerable adults.*

6 Please give full details of your organisation's current financial position for this year (please use a separate sheet if necessary)

Expenditure:	Amount:
Income:	Amount:

6	<p>Is your application for a reduced hire fee for any Town Council premises?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what is the date of your event and have you booked the facility with the Town Council?</p> <p>If no, please proceed to question 7.</p>
7	<p>Have you previously applied to Huntingdon Town Council for grant funding? Yes / No</p> <p>If yes, please give details of when and if the application was successful, the grant received and the purpose.</p>

SECTION TWO: ABOUT YOUR PROJECT

8	<p>Project Name:</p> <p>Project Aim:</p> <p>Start Date:</p> <p>End Date:</p>
9	<p>Please give details of the project activities:</p>

10	Please give details of the project timeline:
11	What particular need do you consider this project will meet in the community?
12	Approximately how many of those people who will benefit are residents of Huntingdon?
13	Please give a brief outline of: <ul style="list-style-type: none">• How this project benefits the resident of Huntingdon Town Council's area

	<ul style="list-style-type: none"> • On the change you wish to see as a result of your project or activity for the residents of the Huntingdon parish • How your project will be measured
14	Where will any equipment be kept and how will it be insured?
15	How will you ensure that the project will be inclusive?
16	Address where main activities will take place:

SECTION THREE: FUNDING REQUIREMENT

	What is the total cost of the project? Please attach a budget breakdown for the cost:
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	<p>Amount requested from Huntingdon Town Council and for what purposes (please be as specific as possible):</p>
	<p>Have you applied for funding from other sources for this project? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please indicate how much and who from:</p> <p>Have you applied for funding from other sources for any other project which may relate to this funding request? If so, please give details of when, and if the application was successful, please give details of the grant received.</p>
	<p>How will you ensure that Huntingdon Town Council's support of this project is promoted?</p>
	<p>Should your application be successful, please provide bank/cheque details for payment to be made:</p>

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....Date.....

Please return your completed form to:

Town Clerk
Huntingdon Town Council
Town Hall
Market Hill
Huntingdon
PE29 3PJ

Town.council@huntingdowntown.gov.uk

01480 411883