

# Didcot Town Council

## Policy and Guidance for Awarding Grant Aid To Local Organisations

Didcot Town Council budgets a sum of money every year for grants to organisations and activities which contribute constructively to, and enhance, the life or community of the Town and benefit the people of Didcot. These grants are limited and are made available to organisations that can demonstrate a need for assistance.

To ensure that fair and proper consideration may be given to all requests, the Council requires the following to be submitted:

- a. A completed application form at least seven days before the meeting of the Arts & Grants Committee. Dates of committee meetings are publicised widely and available from the Town Council offices, telephone 812637, email [council@didcot.gov.uk](mailto:council@didcot.gov.uk) and also the Council's website at [www.didcot.gov.uk](http://www.didcot.gov.uk)
- b. The most recent income and expenditure account
- c. Constitution or rules of the organisation
- d. Any additional information the organisation considers will support their application

If the organisation is new, with no income and expenditure accounts, a financial projection is to be submitted for the current financial year.

### **Applications will be considered using the following guidance:**

1. Organisation and Locality
  - 1.1 Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not normally be considered. National appeals are, with limited exceptions, outside the scope of the Council's grant aid scheme.
  - 1.2 Organisations should be local to Didcot or, if outside the boundary, its work should be of benefit to the Town and its residents
  - 1.3 At present, the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK
2. Type of Financial Assistance
  - 2.1 The Council would normally provide grant aid towards specific projects or purchases of equipment, however it will also consider revenue costs if it

- can be demonstrated that a lack of funds has an adverse effect on the Town and/or its residents.
- 2.2 The Council will also consider assistance in kind, such as use of rooms in the Civic Hall at reduced or free rental within the terms of this policy.
3. Deadline for Applications
- 3.1 The deadline for the receipt of applications is seven working days prior to the meeting of the Arts and Grants Committee who meet five times during the year. Applicants will be advised following the next meeting of the Council following the committee meeting whether their application has been successful.
- 3.2 Applications which do not fit in with the above or are in line with this policy will not normally be considered.
4. General Conditions
- 4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council will expect due recognition and advertisement for any grant aid awarded.
- 4.2 Grants will not be made for money already spent.
- 4.3 Organisations receiving grant aid are required to provide the Council with a written report within four months of the award date to demonstrate how the funds were spent. The report may also be included in the Council's newsletter or as the Council may wish to use.
- 4.4 If an organisation dissolves the Council would expect the organisation to reimburse the grant awarded.
- 4.5 Organisations are not restricted to the number of grant applications it may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- 4.6 The awarding of grant in one year or period does not set a precedent on any subsequent applications.
- 4.7 If contractors are used for any work, the Council may require organisations to provide written estimates.

## **Didcot Town Council – Aims and Objectives**

Didcot Town Council acknowledges that organisations, particularly new and smaller ones may experience difficulty in completing the application. All possible assistance will be given to help all organisations complete the application form. Didcot Town Council will also:

- a. Publicise widely throughout the Town, the availability of grant aid.
- b. Review the grant aid budget on a regular basis and at least annually.
- c. Periodically review the policy and applications for grant aid.