

Chipping Campden Town Council

Grants – Policy & Procedure

1 Introduction

1.1 Chipping Campden Town Council has the discretion to incur expenditure by awarding grants to local organisations or groups subject to the following conditions:

- That allocation of money will be in the interests of, and will bring direct benefit to, the Parish or any part of it, or to all or some of its inhabitants.
- That the benefit will be commensurate with the expenditure.

1.2 The provision of any grant must comply with legislation, specifically:

- Any enactment, which empowers the Parish Council to incur Expenditure.
- Other ‘discretionary expenditure’ under S.137 LGA 1972 within the permitted maximum that is calculated against the relevant population.

2 General Conditions

2.1 To be considered for a grant the organisation or group must demonstrate that services and membership are available to all residents of the Parish. In addition, the organisation or group should operate within the Parish or, if elsewhere, provide evidence of the services or facilities being patronised by residents of the Parish.

2.2 Town Grants are intended for projects, which increase or improve facilities in the community; therefore only in exceptional circumstances will applications be considered for routine running or maintenance costs.

2.3 National or county wide organisations without an active local presence will not normally be considered for a Town Council grant.

3 Financial Considerations

3.1 The Council will not support a grant application that has the potential to duplicate funding from the other sources and will lead to the total exceeding that required for the specified project.

3.2 Applicants should set out the total grant required as no further allowance will be made to cover additional VAT payments. Grant payments will not cover VAT payments that cannot be reclaimed, nor will they exceed the agreed maximum except in exceptional circumstances.

3.3 In agreeing to support a grant, the Town Council will not accept any liability for any circumstances or claim that might arise from the use of such payment.

4 Application Process

4.1 The Town Council will contact organisations and groups to invite the submission of applications. This does not preclude organisations and groups making other applications during the year.

4.2 Full completion of an application form will be required in all cases and this should be forwarded to the Clerk to the Council by 10th December (for annual submissions) and as soon as possible in any other case.

5. Review & Decision

Annual applications will be referred to the Standards Audit and Finance Committee for consideration and recommendations for decision by the full council.

Other applications will be considered by the full council.

The decision to award a grant will specify the maximum monetary sum available or a percentage of the relevant project cost – whichever is the lesser. The availability of a grant, maximum sum or percentage will be notified to the applicant in writing.

6 Grant Claims

Payment of the agreed grant or percentage will only be made upon written request and must be accompanied by copies of invoices or receipts.

It should be noted that payment will be made for the purpose specified in the original application and, if the reason for grant support has changed, then a further full application will be required for consideration.

Town Council grants must be taken up before the end of the financial year following the financial year in which the grant was awarded. Grants not so used will be referred to the full council for approval to write back the sum awarded into the accounts.

When a claim is made and part grant paid, the unpaid balance will be referred to the full council for approval to write back the sum into the accounts.