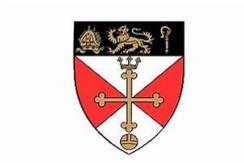


# Malmesbury Town Council



## Grants Awarding Policy

Date adopted: tba  
Review date: tba  
Author: R Spencer-Williams

## Policy Statement

**Malmesbury Town Council** allocates an annual budgeted for small grants of up to £200, on anything which, in the Council's opinion, is in the interest of its area or part of its area, or in the interest of all or some of the inhabitants of that area (Local Government Act 1972 s137,s145).

The total amount of grants made in any one year will be restricted to the amounts allocated for grants in the Town Council's annual budget.

### Criteria

Grants will be awarded for applications that meet the following criteria:

1. There will be direct benefit to Malmesbury, or part of the area, or to some or all of its inhabitants.
2. The direct benefit to the Town, area or inhabitants will be commensurate with the level of grant.
3. National based organisations will only be awarded grants where then show the proportion of direct benefit to the residents of Malmesbury.
4. Grants will only be made to groups for wider community benefit (not be made to individuals for sole benefit).
5. The grant application must be applied for by an authorised member of a charity or organisation, who can evidence the charities or organisations capability for sound financial governance.
6. The purpose of the grant application must support the aims of Malmesbury Town Council as stated in the business plan.
7. Applications can be made for either revenue or capital costs

### Conditions

1. **Only one grant per organisation** will be given in any one council year and this will be **limited to £200** per applicant.
2. Any grant recipients are required to attend the **Annual Town Meeting to report** on how the money has been used, or if this is not possible must provide the Clerk with a written report for the meeting by the 31<sup>st</sup> March.
3. Applicants may be asked to provide **evidence** of their accounts, invoice or quotation for the project, details of other funding requests, and Terms of Reference, Constitution and Memorandum and Articles if relevant.
4. Grants will only be awarded where the applicant has insufficient **reserves** to meet the costs outlined in the application, or where the applicant is able to present a clear account of what any reserves held are intended for.
5. Where the applicant's business activities involve working with, or access to vulnerable people or children, evidence of **Safeguarding Policy and Procedures** will be required as part of the applicant's submission.
6. Applicants are required to complete the Malmesbury Town Council Grants Award **Applicant Declaration and Acceptance** section of the grant application form.
7. Applications will be considered on a rolling basis and decided upon by the Policy and Resources Committee. **Confirmation of this consideration will be stated in the relevant agenda at least three working days prior to the Committee meeting date.**
8. Grant application should be **submitted between May to January. The annual deadline date for submitting applications will be 31<sup>th</sup> January.** Incomplete forms will be returned.

Successful applicant will be required to supply Malmesbury Town Council with the organisations BACS details, for the purpose of payment by way of bank transfer. Payments will be made as soon as possible once the grant has been approved.

### **Further information**

For further advice applicants contact:

Town Clerk

Town Hall, Cross Hayes, Malmesbury, Wiltshire SN16 9BZ, Tel: 01666 822143

email: [administration@malmesbury.gov.uk](mailto:administration@malmesbury.gov.uk)