



## **Biggleswade Town Council**

### **GRANTS POLICY**

#### **Grants to Local Charities, Community Groups and Organisations**

Biggleswade Town Council (BTC) acknowledges the significant contribution that community clubs, charities and other organisations make to enrich and improve the quality of life of so many residents in Biggleswade. BTC has funds available to support the operation and development of these highly valued services.

Grant applications will be invited twice yearly via the Council Website and Social Media Channels. Community groups and organisations that applied for grants during the previous municipal year will also be notified by email that the grant application period is open.

Powers to award grants are given under General Powers of Competence or by virtue of section 137 of the Local Government Act 1972 or specifically authorised under other legislation (e.g. for community transport schemes).

#### **Application Process**

Applicants need to be aware that the Council receives a high volume of requests, and will not award grants in excess of the annual budget for this purpose. Applicants are encouraged to look at alternative sources of funding in addition to the Town Council's community grant.

Grants will only be made to cover activities that benefit all or some residents of Biggleswade. The Council will not normally award grants;

- for costs that could reasonably be expected to be funded from other sources, including from membership subscriptions.
- to contribute towards the costs of advertising charities or national charity appeals or activities. Local branches of national charities may apply for support for specific projects which benefit the residents of Biggleswade.
- to political parties
- to commercial organisations.

Particular consideration will be given to applications for extraordinary expenditure such as a capital project.

Previous successful applicants will be contacted and be invited to apply again at the beginning of each grant cycle.

To apply, an application form is to be completed and submitted by the deadline specifies in 'Important Dates' below. Applicants will be required to explain, and provide evidence if available, as follows:

- the number of Biggleswade residents who would benefit from the grant.
- a copy of the group or organisation's most recent set of accounts and
- to undertake to keep an accurate record of the way in which the grant is spent.

The Town Council will inform each applicant of the outcome of their application as soon as practical. Payment of grants will be made by bank transfer to an account in the organisation's name. Payment to personal bank accounts will not be permitted. All successful recipients of grants must provide compelling evidence that the grant has been used for the stated purpose and the quantifiable impact on the community within one year. The Council reserves the rights to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions in the policy. Applicants who have not submitted compelling evidence within the time above may automatically be disqualified from applying for future grants from the Council.

## **Important dates**

Applications are to be considered on a twice yearly basis by the Finance & General Purposes Committee in accordance with the following calendar:

### **First cycle**

June – Applications invited in the local press, the council's website and other appropriate media (e.g. Facebook). Previous recipients of a grant will also be contacted directly.

June to August - Submission of grant applications to be made to the Town Council.

**The deadline for receipt of applications is 31 August.**

September – Consideration of Grant Applications by the Finance & General Purposes Committee. The Committee can approve grants to a maximum of £2,000 and recommend to Council for grants above £2,000.

October - Applicants informed of the outcomes and grants are then paid to the successful applicants.

### **Second cycle**

October – Applications invited in the local press, the council's website and other appropriate media (e.g. Facebook). Previous recipients of a grant will also be contacted directly.

October to February - Submission of grant applications to be made to the Town Council.

**The deadline for receipt of applications is 28 February.**

March – Consideration of Grant Applications by the Finance & General Purposes Committee. The Committee can approve grants to a maximum of £2,000 and recommend to Council for grants above £2,000.

Mid - March - Applicants informed of the outcomes.

Late March - Grants are paid to the successful applicants.

### **Interim applications**

Any out of cycle applications will be considered in the next cycle and be referred to as interim applications.

Further review of critical dates for future years should be programmed for consideration by the Finance & General Purposes Committee at the appropriate time.