



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

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## Grants policy – Oundle Town Council

OTC invites applications for grant funding from local groups or charitable organisations in the following fields:

**Community support**

**Arts**

**Sports**

The council's aim is to provide financial or other assistance to local groups or charitable organisations within the parish of Oundle although applications from individuals may also be considered.

### General Principles:

1. Subject to Council approval the Council's annual budget will include an amount for grant funding or other support
2. Applications for financial or other assistance will be considered by the Council at meetings of its Finance and General Purposes Committee.
3. Budget limitations mean that grants made by the Council are intended to provide support for local groups or charitable organisations rather than to provide sufficient funding to sustain the financial viability of any particular local group or charitable organisation.
4. Budget limitations mean that applications for grant funding or other support may not be met in full.
5. The Council will each year set a maximum amount of grant funding or of the financial cost of other support that can be given to any particular local group or charitable organisation in any financial year.
6. In determining any application for grant funding or other support the Council will apply the following criteria (although such list is not exhaustive and all applications will be treated on a case by case basis)

Applications shall deliver a benefit to some or all of the people living in the parish of Oundle or shall either directly or indirectly positively promote the parish of Oundle

Every application will be considered on its own merits and the amount of any grant award will be at the sole discretion of the council and there is no right of appeal against any decision of the Council in determining any application

Although there is no restriction on the number of grant applications that can be submitted to the council in any one financial year second or subsequent applications will probably be less likely to be successful

Applicants may apply for grant funding in each new financial year and the fact that an award may have been made previously will neither make it more likely nor less likely that any particular application will be successful

Applications that seek a financial award in two or more years will not be accepted. A new application will be required each year.

Applications likely to benefit more people will probably be preferred to applications likely to benefit fewer people

Applications likely to benefit a more diverse number of people will probably be preferred to applications likely to benefit a less diverse number of people

Applications which if granted in whole or in part may provide a greater benefit by virtue of potentially enabling the applicant to obtain match funding from other sources may be considered more favourably

Applications likely to result in wider access to the Arts or to sports may be considered more favourably

The reserves (if any) of the applicant will be taken into consideration as will the income available to it whether from other grant funding or otherwise and the financial viability of the applicant and of any project for which funding is sought and any application will need to clearly demonstrate what the funding is for and why it is needed and shall give details of any other grant applications made in relation to the same project

Applications made by any individual or group or charitable organisation which supports or promotes objectives which are not compatible with the standards required of members or employees of the Council will not be granted

The Council will not provide financial assistance or other support to religious organisations for the promotion of any religion or to political parties or organisations for the promotion of themselves

**Grants will not be awarded:**

to fund works to places of worship

to commercial or private organisations operating as a business to make a profit

to fund projects that are the responsibility of Statutory bodies

to establishments or organisations for which the council determines that central government, another tier of local government, a Health Authority or other similar bodies are the appropriate provider of financial or other support

to fund donations to registered charities in response to a general fundraising appeal unless there is a clear benefit to residents of Oundle

to national organisations or to local organisations with access to funding from national umbrella or parent organisations unless the funds available from such organisations are inadequate for a specific project

Grants will not normally be awarded retrospectively

7. Any grant funding awarded must be properly accounted for and the Council may request evidence of how any grant awarded has been spent and may seek reimbursement in whole or in part if such evidence is not provided
8. Any grant funding awarded should only be used for the purpose for which it was awarded unless the written consent of the council is obtained for a change of use. If such consent is not sought or is not given the Council may seek reimbursement in whole or in part. Any grant funding provided may only be used by the original applicant and may not be assigned, given or otherwise transferred to any third party.
9. The Council may make the award of any grant funding subject to any conditions or other requirements as it shall determine
10. All recipients of grant funding or other support are expected to acknowledge the same in any published material relating to the event or project supported by Oundle Town Council
11. The Council may publicise the award of any grant funding or the provision of other support by the Council in any manner it sees fit

#### **Applications**

12. Applications shall be submitted to the Town Clerk, Oundle Town Council, Fletton House, Fletton Way, Oundle PE8 4JA.
13. Applications must be submitted on the relevant Grant Application Form available from the Council office or the website [www.oundle.gov.uk](http://www.oundle.gov.uk)
14. All supporting documentation requested on the Grant Application Form must be supplied
15. A covering letter should provide details of the applicant's local activity and any other information which would assist with the determination of the application
16. All applications will be acknowledged following receipt
17. The Town Clerk will examine all applications and may request an applicant to provide further information or documentation prior to the application being considered by the Council or may be asked by the Finance and General Purposes Committee to do so following its initial consideration of an application

#### **Determination of grant applications**

18. Applications will be determined by the Finance and General Purposes Committee in line with their delegated powers

- 19.** The Town Clerk will prepare a schedule of applications received for consideration by the Committee at its scheduled meetings
- 20.** The schedule of applications will indicate the applicable spending power under which any grant or other support may be given
- 21.** Applicants will be advised of the details of the meeting at which their application is to be considered and may attend that meeting and if invited to do so make a presentation and/or answer any questions from committee members
- 22.** Following determination the decision of the Council will be notified to the applicant in writing
- 23.** Payments of grants will be made following the first full Council meeting after the committee has made the award unless earlier payment has been approved as a matter of urgency

Approved at the Finance and General Purposes & Personnel Committee on 8<sup>th</sup> October 2019