

Mayor of Witney

GRANT-AID TO LOCAL ORGANISATIONS 2018-2019

POLICY FOR AWARDING FUNDS

The Mayor of Witney, Cllr Brenda Churchill has raised funds throughout her tenure as Mayor, 2018-19 for the disbursement of small grants of up to £500 for local charities and organisations. Contributions will be made towards projects, equipment or activities which contribute constructively to the life of the town and/or its residents.

The grants, which are limited, will only be made available to those organisations that can demonstrate a need for financial assistance within the Witney parish and will be administered by Witney Town Council by way of an application form.

To ensure that fair and proper consideration can be given to all grant requests, the Council requires the following to be submitted to the Town Hall:

- A completed application form – see 3 below for deadlines
- Any additional information the organisation considers will support their application for grant-aid.

APPLICATIONS WILL BE CONSIDERED FOR GRANT-AID UNDER THE FOLLOWING CRITERIA:

1. Type of Organisation & Locality:
 - 1.1 Applications will only be accepted from Charitable and/or non-profit-taking organisations; the Council regrets therefore that applications from Commercial organisations will not be considered.
 - 1.2 Organisations applying for assistance should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the town and its residents;
 - 1.3 In line with Witney Town Council's grant-aid policy, financial assistance will not be given to individuals, charities operating overseas or to a fund established to help persons outside the UK.
2. Type of Financial Assistance:
 - 2.1 Assistance is specifically for the use of equipment, for activities and small projects and not for ongoing revenue or capital costs.
 - 2.2 The maximum amount of grant awarded will be £500.

3. Deadlines:

- 3.1 The deadline for receipt of applications is 12 noon on Friday 3rd May 2019;
- 3.2 Applicants will be advised by 31st May 2019 whether their application has been successful or not.

4. General:

- 4.1 Grants cannot be made to cover money already spent.
- 4.2 The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure for an awarded grant has been incurred.
- 4.3 If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
- 4.4 The giving of a grant one year does not set a precedent for another year.
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Applications should be completed and sent to:

Mayor's Grant Aid Applications 2018-19
Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG

Or electronically submitted to:

info@witney-tc.gov.uk

The closing date for applications is 12 noon on Friday 3rd May 2019.
