



## 50<sup>th</sup> Anniversary Grant Aid Policy & Criteria

### 1. General

The Town Council has made a sum available to small groups to jointly celebrate 50 years of Witney Town Council and to recognise the value of so many smaller community groups and organisations in Witney.

The Town Council is offering fifty grants of £50 to these community groups who would appreciate a modest sum for books or other equipment. It is intended to be a relatively small gift, but wide reaching and meaningful.

### 2. Application Process

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

- A completed application form;
- Proof that the group/organisation has been properly incorporated/constituted such as a current bank statement;
- Any additional information the group/organisation considers will support their application for grant-aid.

### 3. Deadlines

3.1 The deadline for receipt of applications is 12 noon on:

- 23<sup>rd</sup> September 2024
- 18<sup>th</sup> November 2024

3.2 Applicants will be advised within four weeks of the above dates whether their application has been successful or not after ratification by the Council's Policy, Governance & Finance Committee. The Town Council's decision is final.

### 4. Criteria & Guidance

#### 5. Type of Organisation & Locality

5.1 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. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme.

- 5.2 Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the Town and its residents.
- 5.3 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
- 5.4 Schools and educational establishments may apply to the Town Council for assistance but must demonstrate that community engagement has taken place to support their application.
- 5.5 Churches and Ecclesiastical Establishments may apply for funds towards their facilities, but the Council does have specific duties it must undertake in this area due to legislation, so any decision will be at the discretion of the Policy, Governance & Finance Committee.

## 6. Type of Financial Assistance

- 6.1 The Council will only provide financial assistance towards specific projects or purchases of equipment.
- 6.2 The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of grant-aid.

## 7. Exclusions

The Town Council will *not* fund the following: -

- 7.1 An application where the *sole* aim is to raise money for charity or to distribute money to others, whether they be individuals or organisations. Any charity that may benefit as a result of a grant application should be listed in the application. However, the Town Council may fund an event raising money for charity if the event has benefit to the community.
- 7.2 An application that aims to support or promote the religious/political beliefs/interests of an individual or organisation. Applications must demonstrate that the project will be of benefit to the wider community. However, this does not necessarily exclude activities on the premises of or organised by a particular religious/faith group or political party.
- 7.3 An application to fund the salary of a project organiser. Witney Town Council may fund the cost of an entertainer at an event but not the salary of the producer/director of the event.
- 7.4 An application for a retrospective event/project (unless the delay has occurred due to the Council's meeting calendar).

## 8. General Conditions:

- 8.1 Applicants can only apply once for the period of this scheme.
- 8.2 Grants should be spent within the year, for the purpose for which they were given.
- 8.3 Grants cannot be made to cover money already spent.
- 8.4 The Council requires a copy of invoices/receipts/photographs and/or other documentation as evidence that the expenditure has been incurred.

- 8.5 If an organisation dissolves the Council would expect the organisation to reimburse the grant-aid awarded.
- 8.6 This is a one-off funding scheme. The giving of a grant does not set a precedent for another year.
- 8.7 The Town Council is committed to adhering to the Equalities Act 2010. Any application which, in the Council's opinion, does not meet this legislation will be refused.
9. Confidentiality, Transparency & Data Protection
- 9.1 The Council is subject to the Data Protection Act 2018 but must be transparent about the granting of its public funds to external parties. The Council will:
- Publish a link to the Town Council's Privacy Notice on the Grant Aid Application Form
  - Publish the application form in its publicly viewable agenda pack for the deciding committee with the named contact on the form (less other personal details and signature)
  - Share supporting information of the application in its publicly viewable agenda pack unless advised it is commercially sensitive, or it falls under an exemption from disclosure under legislation.
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For any further information, please contact the Witney Town Council Finance Department on [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

All completed applications with supporting information should be returned to the above email address for the information of the Responsible Financial Officer.