



# ALTON TOWN COUNCIL GRANTS POLICY

## 1.0 General

- 1) Alton Town Council awards grants to organisations each year. The sum involved is set by the Council during its usual budget process. The grants are to assist local organisations and clubs with projects or costs.
  - 2) Grants are divided into two categories, termed Community Grants and Event & Project Grants.
  - 3) **Community Grants:** These are awarded annually at the meeting of the Policy and Resources Committee in January/ February each year for the forthcoming financial year. Applications **MUST** be submitted between 1<sup>st</sup> October and 30<sup>th</sup> November each year. No applications will be accepted outside of these dates. These grants are awarded to organisations which are judged to contribute to the whole community and which are not usually capable of covering their full running costs; these grants may be used as part of these. Grants may be awarded in this category up to £10,000.
  - 4) **Event & Project Grants:** These are awarded throughout the year by the Community and Events Committee, which meets four times a year ( dates can be obtained from [www.alton.gov.uk](http://www.alton.gov.uk)) Applications must be submitted no later than three weeks prior to the Committee meeting date. These grants are to assist organisations or clubs with special projects or one off costs which cannot be met by their normal income. Grants may be awarded in this category up to £1,000
- 1.1 Grants may be made under any of a range of powers held by the Town Council, including Section 137 of the Local Government Act (1972).
  - 1.2 Applications for grants will fall into one of the two categories. Applicants may apply to more than one category in any one year.
  - 1.3 Applicants may only apply once in any 12 month period and applications may not be made retrospectively.
  - 1.4 In general, grant awards are not made to educational establishments or religious organisations unless the particular project or event is for the benefit of the whole community.
  - 1.5 Grants will only be awarded to recognised organisations, voluntary and local groups which are not for profit or charitable. Grants will not be awarded to individuals.
  - 1.6 All grant applications will be considered on their own merit and any award made is purely at the discretion of the Town Council.
  - 1.7 All applicants will need to support their application by submitting a copy of their constitution (or rules) plus accounts for the previous year.
  - 1.8 Applications received from organisations that hold unallocated reserves in excess of one year's operational requirements will not be eligible for a grant.

- 1.9 Where the residency of members of an organisation is spread over a number of different communities, groups are encouraged to apply for funding to the relevant parish and town councils at the same time. All applicants are required to disclose any funding applications made to other organisations. Failure to do so may lead to any grant award being withdrawn.
- 1.10 Applicants whose organisation works with young people under the age of 18 will also be required to submit a copy of their Child Protection Policy.
- 1.11 Grants made under Section 137 will be recorded separately, as a requirement of audit, and there is a limit of funds that can be allocated under this heading in any financial year. The Secretary of State may review this limit from time to time.
- 1.12 Section 137 can only be used when there is no other existing legal power of expenditure and when members consider that the expenditure would be of benefit to all or part of the town, commensurate with the level of expenditure incurred.
- 1.13 Applicants are expected to attend the Council meeting at which their application is being considered to present details on their organisation or project and answer questions from Members of the Committee.
- 1.14 It is a condition of an offer of a grant that acknowledgement is made by the body or organisation in some way such as in its literature, posters or programmes. This should be in the form of a statement "Supported by Alton Town Council" or similar.
- 1.15 Any funds not spent for the purposes they were given must be returned to the council promptly.

## **Appendix A**

Alton Town Council is committed to providing assistance and support to local groups which are set up to promote community life for Alton residents. Alton Town Council provides grant funding to support the following aims and aspirations and ALL applicants should demonstrate at least TWO of these criteria in their application.

To Promote and Encourage Pride in Alton through:

- Active citizenship
- Community Involvement
- Fostering local talent and skills
- Green, clean and safe town
- Regeneration and Development for the benefit of all residents to create a vibrant town
- Social inclusiveness and preventing social isolation

## **Appendix B**

Suggested examples of other bodies that may be approached to obtain grant aid are:-

- (a) East Hampshire District Council & District Councillors individual grant allocations
- (b) Hampshire County Council & County Councillor individual grant allocations
- (c) Neighbouring Parish Councils
- (d) Veolia Environmental Trust
- (e) Sport England
- (f) Hampshire Playing Fields Association
- (h) National Lottery