

Abingdon-on-Thames Town Council

Policy for Awarding Grants to Local Organisations

1 General

The Council has a budget from which grants are awarded to voluntary organisations, community groups and registered charities that provide a service which benefits the town and/ or its residents. Organisations should be based within the Parish of Abingdon-on-Thames. If the organisation is not Abingdon based then a grant will only be considered if their work is to the benefit of the Town and/ or its residents.

2 Criteria

The following criteria are used in assessing grant applications:

2.1 The Council would prefer to provide financial assistance towards specific projects or purchases of equipment. The Council may on occasions support ongoing revenue costs if the organisation can demonstrate that funding from the Council will have a positive impact on the Town and/ or its residents.

2.2 The Council does not normally consider retrospective applications.

2.3 Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time although the history of previous applications will be considered in the decision-making process. In practice the Council usually limits grants to one per organisation per Council year (which runs from May) but may be varied if, for instance, there is a second application which relates to a different project.

2.4 The giving of a grant one year does not set a precedent for another year.

2.5 The Council will assess each application in terms of its Equality Impact to ensure that equality, social inclusion and community cohesion issues are considered before agreeing to offer grant funding.

2.6 The Council, by law, is unable to consider applications from individuals, charities operating overseas or funds established to help persons outside of the United Kingdom. National appeals are also, with limited exceptions, outside the scope of the Council's grant aid scheme.

3 Application process

3.1 To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:

- A fully completed application form.
- The organisation's financial statements for the last financial year and, if these have not yet been audited or independently examined, the financial statements for the previous financial year. In the case of a new venture/initiative the Council requires copies of the organisation's constitution, copies of bank statements and a fully costed project plan with a budget for the year ahead.
- Applicants are encouraged to give the fullest details in support of the application for grant funding.

3.2 Any enquiries should be directed to the Town Clerk, contact details below.

3.3 Determination of applications Grants are determined by the Council's Community Services Committee. The deadline for the receipt of applications is three weeks before Committee meeting. Dates of such meetings are published and available from the Town Council offices, telephone 01235 522642, email enquiries@abingdon.gov.uk and also the Council's website at www.abingdon.gov.uk.)

3.4 Requirement for further information During the period between the Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee. The Committee may also defer the determination of any application pending receipt of such additional information as it requires.

3.5 The decision Applicants will be advised whether their application has been successful following the Committee meeting during which the application was considered.

3.6 After the award of a grant Organisations receiving Grant Aid are required to provide the Council with a written report within twelve months of the award date. The report should detail how the funds were spent and how residents of Abingdon are benefitting. The report may also be included in any Council publicity, including the website or however the Council wishes to use it.

3.7 Organisations receiving Grant Aid may be invited to give a presentation to the Committee or Council.

3.8 The Council may require repayment of any grant if it is not used for the project as described in the application form. Should there be changes to the project as described within the application, including the timescale of the project, then the Council should be advised in writing at the earliest opportunity.

4 Other Grant Giving Organisations

4.1 Grants are available through the Vale of White Horse District Council,

<http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants>

4.2 If you need further help, advice or training Oxfordshire Community and Voluntary Action (OCVA) runs a Funding Advice Service. For more information telephone 01865 251946 or check the [OCVA website](#).

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June 2017