



Abingdon-on-Thames Town Council

Policy for Awarding Grants to Local Organisations

February 2024

1. General

- 1.1 The town 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 its residents. Organisations should be based within the parish of Abingdon-on-Thames. If the organisation is not Abingdon-based, a grant will only be considered if the work of the applicant is to the benefit of the town and its residents.

2. Criteria

- 2.1 The following criteria are used in assessing grant applications:
- 2.1.1 The town 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 town council will have a positive impact on the town and its residents.
 - 2.1.2 The town council does not normally consider retrospective applications.
 - 2.1.3 Organisations are not restricted to the number of grant applications submitted to the town 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 to April - but may be varied if, for instance, there is a second application which relates to a different project.
 - 2.1.4 The giving of a grant in one year does not set a precedent for another year.
 - 2.1.5 The town council will assess each application in terms of its aims and objectives.
 - 2.1.6 By law, the town council is unable to consider applications from individuals or charities operating overseas or funds established to help persons outside of the United Kingdom. With limited exceptions, national appeals are also outside the scope of the town council's grant aid scheme.

3. Application process

- 3.1 To ensure fair and proper consideration is given to all requests the town council requires the following to be submitted:
- A fully completed application form.

- The organisation's most recent accounts.
 - If an organisation has recently been established, the town council will need to see the organisation's constitution, unredacted copies of the latest bank statements.
 - a fully costed project plan with details of what percentage would be funded by the town council grant.
 - Comprehensive information about the purpose of the grant.
- 3.2 Grant applications will be determined by the next meeting of the town council's Community Committee (or a successor committee) and the deadline for the receipt of applications is ten days before each meeting. The dates of all town council meetings are available on the town website.
- 3.4 Additional information or clarification may be requested in advance of the meeting in support of the grant application. The committee may defer the determination of any application pending receipt of such additional information as it requires.
- 3.5 Applicants will be advised whether their application has been successful as soon as possible following the committee meeting during which the application was considered.
- 3.6 Organisations receiving a grant from the town council are required to provide a written report on their event or project 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 be included in any town council publicity, including the website or the Town Crier magazine.
- 3.7 The town 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 town council should be advised in writing at the earliest opportunity.

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