



Brackley Town Council

Allocation of Grants

1. Purpose

The Town Council wishes to support appropriate activities and causes which will benefit the town of Brackley as a whole, or a significant number or group of persons residing within the town.

The Town Council will determine how much money is made available annually through setting the budget as part of the Precept setting process. Individuals and groups will be able to apply for funds subject to the criteria set by the Council.

2. Scope

Any grants made available for such purposes are funded directly from the Precept (ie the monies collected for town purposes via the Council Tax.)

The Town Council will specify a total budget for grants each year.

3. Legislative Context

Grants are made from money collected as part of the annual precept and the purposes for which they can be given are regulated under various Statutory Provisions including the 1972 Local Government Act.

4. Principles/Policy

Any grant made by the Town Council must directly benefit the Town of Brackley and its residents. The Town Council cannot make donations to charities or groups whose activities do not directly benefit or contribute to the Town in some way. (Thus, the Town Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the town or a substantial number of residents.)

Grants will not be made to political groups or parties, and the Council cannot provide funding for individuals.

The Town Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations or grants from other organisations etc.

Funds will only be allocated for specific stated purposes and must be within legislative guidelines.

5. Processes

5.1 Application

The Town Council will operate a two tier process for applications for funding, for which there are separate application forms.

Larger Organisations – Registered Charities

Applications from larger organisations which deliver services within the Town may be allocated for up to four years at a specified amount following receipt of an appropriate application form.

Smaller organisations – Community groups

Smaller organisations and community groups may apply for up to £1000 using the simpler version of the application form. Grants will be for one-off projects or events.

5.2 Allocation

All requests for funding will be discussed at the Grants Panel and a recommendation for payment made to the next Finance & Policy Committee meeting for approval. Applicants may be awarded a percentage of the funding applied for.

Additional grants *may* be awarded later in the year for new projects or unforeseen funding needs, subject to the availability of funds

5.3 Monitoring

Organisations qualifying for larger grants will be expected to provide feedback to the Council indicating how the funds donated made a difference to their work.

5.4 Payment

Grants will normally be allocated in March for payment in the following financial year. Recipients will be invited to attend the Annual Meeting of Council to receive their grant awards.

6. Procedures

6.1 How to apply for grants

Groups and organisations should apply to the Town Council in February for funding for projects/events the following financial year (1 April to 31 March). This will enable the Town Council to consider the applications and, if appropriate, make an award.

Grants cannot be awarded after the relevant event or project has been completed.

The Town Council will assess applications with particular reference to the number of residents likely to benefit, or whether any particular category of residents would receive a specific benefit (eg children, the elderly, persons with any form of disability etc.)

6.2 Supporting Documentation

Grant Application Form – which will explain the process and limitations as well as getting relevant information. This will be available via the web site.

For Larger organisations/ Charities copies of Accounts and Annual Reports will be required

6.3 Responsibilities

- Town Council to advertise availability of grants
- Individuals Organisations and Groups to apply for funds
- Grants Panel to consider applications and propose awards
- Finance & Policy Committee to approve awards
- Town Clerk to ensure feedback is obtained from larger organisations