



BRACKLEY TOWN COUNCIL

Grants Policy

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1. The General

- 1.1 Each year the Town Council reserves a sum of money for disbursement on grants to such voluntary organisations and community groups that provide a service that benefits the residents of Brackley.
- 1.2 These grants are limited, and will only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.
- 1.3 To ensure fair and proper consideration is given to requests for this funding, the Council requires the following to be submitted to the Town Clerk by the official closing date (see appendix A):
 - A completed application form
 - An up to date set of accounts or for new organisations, a business plan
 - A constitution or set of rules
 - Any additional evidence that the organisation considers will support their application.

2. Applications Will Be Considered Under The Following Criteria:

- Applications will only be considered from constituted voluntary organisations, registered charities or established community groups who have a bank account in the name of the group and can demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate. Only not-for-profit bodies will be considered for a grant.
- Applicants must be Brackley based, or proven to benefit the residents of Brackley Town Council area.
- Organisations will need to demonstrate that they are applying for the funds to support a specific project and not supporting day to day running costs.
- Applications up to a maximum of £2,000 will be considered.
- Brackley Town Council will assess each application in terms of -
 - How effectively the group will use the grant
 - How well the grant will meet the needs of the community
 - Whether the costs are appropriate and realistic
 - Level of contributions raised locally
 - Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
 - How the group is managed
 - How the grant positively benefits residents residing within the town of Brackley
 - Whether it meets equality social inclusion and community inclusion aims
- The closing date is published on the council's website and social media page.
- Should organisations apply during the remainder of the year, their application may be received and considered by the Grants Committee should there be any grant aid funding still available.

3. Further Information

- Applications cannot be made retrospectively for projects already completed.
- It is expected that grant money will be spent during the year of receipt.
- The Council reserve the right to request copies of invoices and/or other documentation as evidence that the expenditure has been incurred.
- If the organisation dissolves, the Council expects the funds to be reimbursed.
- The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision making process. Priority will be given to first time applicants who fulfil the criteria.
- The giving of a grant in one year does not set a precedent for another year.
- Successful grant applicants must clearly acknowledge their grant from the Council on publicity related to their funded project in any publications, digital or physical. They may be asked to meet with the Mayor in order to receive a charity cheque and will be asked to provide quotes for publicity purposes.
- All successful grant applications will be required to complete a Grant Monitoring Form at the end of the grant period (Appendix B).

4. Brackley Town Council Commitment:

- Brackley Town Council acknowledges that new community organisations often have difficulty sourcing funding from other sources and so will give special consideration to applications from such groups.
- Brackley Town Council will publicise the availability of grants via the website, publications and social media.
- Brackley Town Council will review the grant aid budget annually as part of the overall budgeting process.
- Brackley Town Council will periodically review the criteria for grant aid awards.

5. How To Apply

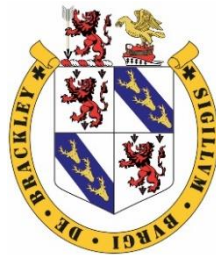
- 5.1 The application form for grants is available as a word document from the Brackley Town Council website. To apply, complete the form digitally, answering all the questions. If you are not able to access the website or to complete or submit a digital copy of the form, please contact the office in sufficient time to make alternative arrangements.
- 5.2 If all of the information requested is not received before the closure of the grant application period then the grant application will be rejected.
- 5.3 Guidance on completing the grant application form (Appendix C) is available on our website.

Appendix A

Annual Grants Procedure Timetable for 2023/2024

Monday 3 October 2022	Grants applications open. This will be advertised in Town Talk, on the Town Council website and social media.
Friday 27 January 2023	Grant applications close by 12 noon.
Monday 17 January 2023	The budget for grants will be set at the Finance and Policy Meeting
Monday 6 February 2023	Members of the Grants Committee will decide which grant applications should be awarded funding.
Monday 20 February 2023	Finance & Policy Committee will consider the recommendations from the Grants Committee
Monday 27 February 2023	Applicants are notified if their grant application has been successful
May	Successful grant applicants will receive their funding by bank transfer
March 2024	Successful grant applicants will be asked to complete an end of grant monitoring form.

Appendix B



Brackley Town Council Grant Monitoring Form

Name of Organisation	
Total Grant Awarded	
How did you spend your grant? Please provide a detailed breakdown.	
What difference did the grant funding make to Brackley and its residents?	

You are also required to send us photographs of the way your organisation spent this grant. We would prefer these to be sent by email to accounts@brackleynorthants-tc.gov.uk but paper copies may also be sent to our office. We understand that this may not always be possible and receipts for costs are an acceptable alternative. If neither of these options are possible, please get in touch with the Town Clerk before 1 March 2023 to explain why.

Please tick if you are happy that the photographs sent are authorised for use by the Council in press, website and social media.

Appendix C

Guidance on completing the Grant Application Form

Section 1 Tell us about your organisation

This section asks for basic information about your project.

Name of organisation – please enter the name of the organisation which is applying for the grant.

Contact name/position – please provide contact information in case we need to clarify anything in the grant forms. This will also be the person we will contact regarding whether the grant application has been successful or not.

Address/contact information – If the organisation does not have a headquarters, please give the postal address where normal correspondence would be sent.

Project name – if the project has a name, please provide.

Total project cost – please enter the total cost of the project for which funding is requested.

Grant amount applied for – please enter the amount which the organisation is requesting that the Town council provide.

Has your organisation applied for a grant from the Town council previously? – please answer yes or no
Is your organisation a registered charity? Charity Number – where relevant, please enter your organisation's charity number.

Provide a brief outline of what your organisation does – as the organisation name does not always specify

When was the organisation formed – please give us the year it was formed.

Section 2 Reason for Grant

Please tell us about the project you are applying for funding for – this short summary will help explain to the Council what you would like to do with the funding and will be used in reports to Councillors.

Section 3 Who will benefit from the grant?

Details of who will benefit from what you do – please tell us who you intend to benefit from the funding. If you have run a similar project before, tell us who benefited in the past. If you are running a new project, consider if it is mainly aimed at a particular group of people.

Other organisations/groups serving a similar purpose – please tell us if you are aware of other groups serving a similar service and the differences between the two

Is there a need for the work for which a grant is being requested? – please tell us if you have carried out any community engagement

How will you make a difference, what are the benefits of your activity? – in what ways will those who take part in your project benefit.

How is your organisation working to reduce the environmental impact of your project? – Please consider how your organisation could respond to the climate emergency. For example, does the project encourage the use of public transport or use reusable drinking cups instead of disposal options.

Section 4 How will the grant be spent?

Before you complete this section, check how much the materials you will need for your project will cost. Please provide a detailed breakdown of what you would like the Town council to fund, writing what you would buy in the **item** column and the price in pounds in the **total cost** column. Staff time can be included as an item.

Please bear in mind, that while annual running costs can be included, applications should not be repeat requests for the same items on an annual basis.

Section 5 Other funding sources:

Please let us know if you are planning to or already have funding from our sources

Section 6 Supporting Information

Accounts – all requests must be accompanied with a copy of the last signed and audited accounts. These accounts should show last year