



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP

Website: www.newalresford-tc.gov.uk

Grant Policy

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Version Control

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1	Town Council	26/04/2022	21/275	26/04/2022	April 2025

1. Introduction

New Alresford Town Council is funded by its residents, the sum is set by the Council during its budget process. The Town Council sets aside a proportion of its annual budget for grants which it makes available to support charitable, voluntary and other not-for-profit organisations which in their opinion will bring a direct benefit to the area, all or some of its inhabitants.

New Alresford Town Council is committed to aiding and supporting Community organisations located and operating in New Alresford, this is with a view to improve their effectiveness, enhance the local environment and achieve value for money.

2. Aims

This Policy aims to provide guidance, structure and consistency to the decision-making process to ensure decisions made are informed, open, transparent and rational. The rationale and justification of each application regardless of whether approved or rejected will be recorded in the minutes of the meeting.

3. Eligibility

The organisation must be eligible to apply for a Grant and able to complete the Grant application form. Preference will be given to specific projects or activities rather than general running cost. The minimum amount that can be granted is £100.00 and as a general rule grants in excess of £1000 will not be awarded. Only in exceptional circumstances will applications in excess of £1000.00 be considered.

Repeat Grant applications year on year will be considered but not necessarily granted. Organisations applying more than three years consecutively will not be considered. Priority will be given to new applicants that have not applied for a grant over the previous two consecutive years

The criteria for eligibility must be from a properly constituted group and is set out below.

- 3.1 A not-for-profit organisation and must have a dedicated bank account and operating or providing a service to the New Alresford community.
- 3.2 The application is for the organisation only and no monies will be passed on to a third party.
- 3.3 Applicants must evidence the aims and objectives of their organisation and demonstrate it is for the benefit of New Alresford community
- 3.4 The funds can only be used for the purpose stated in the application.
- 3.5 The application is for the award to be made in the current financial year.

- 3.6 Newly formed organisations and organisations that have not previously applied are welcomed.
- 3.7 Only one successful application per organisation per year will be considered.
- 3.8 It is not the Town Council intention to finance ongoing running costs of organisations

4. Ineligible

- 4.1 Activities that are part of statutory obligations,
- 4.2 Other public bodies such as Health Authority, Social Services.
- 4.3 Loan repayments
- 4.4 Retrospective applications where an event or activity has already taken place
- 4.5 Religious, Political or quasi political activities
- 4.6 Organizations with a business or profit-making remit
- 4.7 Research costs
- 4.8 Ongoing revenue expenditure, such as rent, utility bills, wages, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances.
- 4.9 Retrospective applications for any works or delivery of any service.
- 4.10 Individuals

5. Application

- 5.1 Application forms are available from the Town Council offices or can be downloaded from the Councils website www.newalresford-tc.gov.uk 5.2 Applications must be received by the Town Council at least twenty-one days prior to the Town Council meeting in which it will be considered.
- 5.2 Applications will be considered quarterly at Town Council meetings in April, July, October and January.
- 5.4 Additional information to support the grant application is welcomed. This can be details of non-grant funding such as fund-raising events, membership fees etc. such as quotes, photos of items to be purchased etc
- 5.5 NATC will not normally fund 100% of the cost of any project. Organisations wishing to apply for more than partial funding need to submit their reasons for special consideration. 5.6 Urgent applications will be considered at the next

available Town Council meeting. An application form must be fully completed and a covering letter explaining the reason for the urgency. If the Town Clerk is not satisfied of the requirement for urgency, the Application shall be heard at the next Grant review meeting.

6. Decision Process

The applicant will be advised of the decision within fourteen days of the meeting. For all Grants applications awarded the Council will record the rationale for making the award thereby justifying the expenditure in the Grants register.

6.1 Grant award approved

- 6.1.1 All successful applicants must acknowledge the support of NATC in any relevant promotional material
- 6.1.2 Additional conditions may be set by the Council with regards to the spending of the funds. This will be shared with the applicant at the time they are informed of the decision, in the award confirmation letter.
- 6.1.3 Payment will be made within one calendar month of the decision by electronic transfer.
- 6.1.4 The details of the payment will be recorded in New Alresford Town Council Grant register together with the legal power used to issue the grant.
- 6.1.5 If for any reason the organisation disbands, or the project is not completed the Council may ask for all or part of the funds to be returned
- 6.1.6 New Alresford Town Council requires a report regarding the spending of the funds to be submitted to the Town Clerk by the 1st of March each year or when the project is completed, whichever is sooner. The Town Council will review the use of the grant with the organisation as part of its internal governance programme
- 6.1.7 All recipients of grant awards will be invited to the Town Assembly held in March each year to share the benefits of receiving a Grant from New Alresford Town Council with the public.
- 6.1.8 NATC will promote projects on behalf of successful applicants on website where relevant providing material supplied is compatible with accessibility requirements

6.2 Grant award Refused

New Alresford Town Council reserves the right to refuse any grant application

Definitions

Application – New Alresford Grant Application form

Community – Residents within the parish of New Alresford

Town Council – New Alresford Town Council

Organisation – Any group, charity or organisation, voluntary or otherwise. The organisation is not to be closed or restricted membership.

Grant – An award of funds.

Financial year – 1 April-31 March