

# **WIMBORNE MINSTER TOWN COUNCIL GRANT PROCESS NOTES For Grant Aid from 01.04.19**

## **General principles**

1. The budget for grants will be determined by the Town Council at a meeting at the time the budget is set for the next financial year.
2. If there is any under spend of the grants budget during any financial year, then in March, the Town Council will determine how much, if any, is carried forward to the next year, or if the under spend should be transferred to the General Fund.
3. The amount(s) paid from the grants budget will only exceed the budget in exceptional and/or unforeseeable circumstances and shall require endorsement or otherwise by the Town Council on the recommendation of the Resources Committee.
4. The “process” is the consideration of applications and all decisions relating to grants. The process is entirely discretionary. The Town Council may refuse an application, defer it, or grant it in part or in full, and/or with special conditions in addition to the general conditions.
5. Only one grant per applicant will be awarded in a financial year, unless there are exceptional circumstances. The Resources Committee will then make a recommendation to be referred to the Town Council.
6. The Town Council expects applicants to demonstrate how they further the Town Council’s priorities and to provide information as requested.
7. Usually, if an applicant makes a grant(s) itself, it will automatically not be eligible for a grant from the Town Council. However, the Town Council may award a grant if the applicant is giving a grant/donation to an umbrella, subsidiary or associated organisation, and the Town Council considers a grant is still merited.
8. If a grant is awarded, but payment is deferred for conditions to be met, and the Town Council decides that those conditions have not been met by the end of the financial year in which the application is made, the application will automatically be deemed to be refused, unless the Town Council considers there are exceptional circumstances for deciding otherwise.

## **The grant application process**

9. The application pack will be available on the Town Council’s website and as a hard copy if requested

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10. The general conditions applying to grant applicants are stated on the application form and are:

<b>Conditions</b>
<p>By making this application you are agreeing that:</p> <ul style="list-style-type: none"><li>a) You understand that you may be asked for further information to be provided, in order for your application to be considered.</li><li>b) You may be requested to make a presentation to provide more details about your application.</li><li>c) If you are awarded a grant and your project does not proceed, any grant awarded must be repaid to us.</li><li>d) If you are awarded a grant and your organisation ceases to be in operation in the financial year the grant is awarded, then any grant paid in that year shall be repaid to us.</li><li>e) You will abide by any conditions attached to the grant and supply any confirmations requested within the prescribed time.</li></ul>

11. An applicant may make a grant application between 1<sup>st</sup> April and 31<sup>st</sup> January in the financial year (1<sup>st</sup> April to 31<sup>st</sup> March) in which the grant is applied for. Applications received in February and March will be considered to be received on the following 1<sup>st</sup> April for the next financial year.
12. Applications will normally be processed with 3months. However the processing of applications received between April and June may take longer. If a grant application is considered urgent then the applicant should submit a letter with the application explaining the urgency
13. On receipt of the application the Finance Administrator of the Town Council will raise any questions she/he has of the applicant which should be answered by the applicant within 1 month.
14. The Finance Administrator will produce for Councillors a members` comments sheet (and if time allows already endorsed with the Administrator`s notes and additional information requested). Members should add any comments they have by the date set by the Finance Administrator. If a member has any other questions which he/she considers should be raised then the member should email the Chair and Vice Chair of the Resources committee (and copy it to the financial Administrator) by the same date. The Chair and Vice Chair will then consider any further queries to be raised and action as appropriate.
15. The Chairman and Vice Chairman of the Resources Committee will meet to consider their recommendations in respect of the grants applied for, and the application will be considered at the next available Resources Committee meeting.
16. The Chairman may ask for a presentation from the applicant at the meeting.

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17. The Resources Committee will consider the applications and is authorised to reach a decision on behalf of the Town Council, subject to two exceptions. Members who are not Resources Committee members will be allowed to speak as if they were members of that Committee.
  
18. If the Committee's decision means that either the annual grants budget would be exceeded, and/or this is a further application by the same applicant in a financial year then this will be a recommendation only and will be referred to the full Town Council to decide at its next meeting.