



# Buckingham Town Council

## Grants Policy

Date Agreed:  
Minute Number:  
Prepared by: Mr. C.P. Wayman  
Version: 2.4

### Aim

The aim of this policy is to set down the procedure under which Buckingham Town Council will undertake to give out Community Grants. In addition it will explain in more detail to those making a grant application what information they should supply. Grants are only given to organisations, not to individuals.

### Application Form

The Town Council has created a grant application form; it is designed to be simple and easy to fill in. You do not need any experience of writing grant applications previously to apply.

The Town Council needs **one** copy of the grant application form, additional sheets and copies of accounts to be able to process a grant application. All the information should be provided in a soft copy format e.g. a word or a pdf document. If all of the information is not received before the closure of the grant application period then the grant application will be rejected.

### Filling out the form

The application form is available in a word document from [admin@buckingham-tc.gov.uk](mailto:admin@buckingham-tc.gov.uk) and can be filled in this format. For smaller groups who wish to hand write the form this could then be scanned in and returned via email. If smaller organisations have problems with this provision an appointment can be made at the Town Council office to scan the forms into a pdf format. In such cases contact should be made within sufficient time to resolve the matter. The Town Council is fully committed to offering grants to organisations large and small.

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

Address – Please give the postal address of the organisation. If the organisation does not have a headquarters please give the address for where normal correspondence would be sent.

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.

Reason for grant – Please give information as to why the project is needed and why the organisation is applying to the Town Council. Please include other information such as other funding sources to which you have applied and why the project is important.

How many people will benefit from the grant – Please provide how many people will benefit should the grant be awarded.

What benefits will the grant bring – Please give details on how these people will benefit should the grant be awarded.

Please give a breakdown of what the grant will be spent on, providing details of what the money would purchase with amounts next to each item. Please state here if the grant needs to be made in advance of the goods/services being purchased

Contact details – 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 if the grant application has been successful or not.

Accounts - All requests must be accompanied with a copy of the last signed and audited accounts. If no set of accounts is available due to the organisation seeking grants within its first year then a full business plan should accompany the grant request.

## **Criteria**

1. Grants will only be considered for projects and activities beneficial to the people of Buckingham.
2. Grant recipients must be based in Buckingham or provide evidence of the percentage of the work that is conducted in or on behalf of Buckingham residents.
3. No commercial organisation will be considered for a grant.

## **Further information**

1. Funding will be available for up to three years and any subsequent years will be at the discretion of the Council.
2. Grants will be awarded once a year at the precept meeting, following a recommendation by the Finance, Administration and Personnel Committee.
3. Buckingham Town Council does not guarantee to award any grants, and any amount is allocated at the Council's discretion.
4. Buckingham Town Council will have the right to enter into service level agreements with groups and organisations for 2 or more years of grant funding. Any such agreement will be at the Council's discretion. All requests will have to provide sufficient reasons why 2 or more years' funding is required.
5. Any service level agreements must be agreed prior to the precept meeting and will commence at the start of the next financial year.

## **Receiving the Grant**

The grant applied for must be spent on the items listed in the grant application. Organisations will be asked to provide evidence of this. Before the grant can be released the organisation must provide copy invoices detailing the spend.

If the grant needs to be received before the purchase can be made please let the Council know in the application form (as stated above). A pro-forma invoice is acceptable. However, evidence of the spend must still be produced.

If evidence of the money being spent as set out in the grant application cannot be supplied then the grant will need to be returned to the Town Council.

## **Procedure**

1. An advertisement will be displayed on the Town Council's website and the details will be published in the autumn issue of the Council's newsletter (Buckingham Town Matters). This advert will include the start and the end date of the grant application period.
2. The copy of the Grant request and Accounts should be provided before 12 noon on the deadline date.
3. Finance, Administration and Personnel Committee Members will review the grants and recommend to Council the grant allocation.
4. The final decision will be taken at the precept meeting by the Council to endorse or amend the grant allocation request; this meeting will take place in January.
5. A letter confirming the amount of grant awarded will be sent to each organisation applying.
6. Recipients of grants of more than £1,000 must present a report to Council on their activities and use of the grant money at the Annual Town Meeting in March following the year in which the grant has been allocated.
7. Recipients of grants of more than £1,000 will receive a further letter outlining the conditions for use of the Town Council's logo and the wording 'supported by Buckingham Town Council' on their correspondence and in their publicity.
8. In addition this letter will invite those recipients to receive a cheque from the Mayor at a suitable occasion.