

Waltham Abbey Town Council



Grant Awarding Policy

Adopted by Waltham Abbey Town Council at its meeting on 29th October 2014

minute reference: 380/14

Reviewed: December 2019 minute reference: 532/19

To be reviewed: December 2024

Objective

The Town Council wishes to support activities and causes which benefit the town of Waltham Abbey. A grant is any payment made by the Town Council for the specific purpose for which it is claimed and for the well-being of the community, part of the community or individuals providing the town council has met the eligibility criteria and passed the resolution to use the General Power of Competency.

Eligibility

Any grant made by the Town Council must directly benefit residents of the town of Waltham Abbey, and the aims of the organisation should support one or more of the Town Council's key aims and outcomes.

The following criteria must be met for a group to be considered for a grant:-

- a) a Local Communities: to provide safe, active and healthy communities and provide accessible services;
- b) b Local Environment: to manage the environment in a sustainable way
- c) c Local Economy: to develop and promote the local economy

An organisation must be properly constituted and must operate on a not-for-profit basis.

Conditions

- Multiple applications within a 12 month period will not normally be considered;
- The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Town Clerk will, therefore, be allowed to verify that the monies have been spent accordingly;
- Grants cannot be awarded after the relevant project or event has been completed;
- An acknowledgement on receipt of the grant cheque is required.

Assessment Criteria

- Does the organisation provide education or training for members or volunteers?
- Does the organisation provide sports /recreational facilities that otherwise may have to be provided by the Council?
- What percentage of the members or users of the organisation are residents of Waltham Abbey?
 - a) 100%
 - b) Over 75%
 - c) Under 75%
- Do membership rules/rates support the principle of open access to residents of
 - a) all areas of Waltham Abbey
 - b) a specific area or group of people

- Does the organisation encourage the use of its facilities by non-members? (e.g. schools, public sessions)
- Is the organisation in receipt of grant funding from other sources? e.g. ECC, EFDC, Big Lottery, or other Charitable Trust
- Annual turnover of organisation
 - a) <£5,000
 - b) £5,000 - £25,000
 - c) >£25,000
- Does the organisation operate bar facilities?
 - a) Yes
 - b) No
- Is the applicant/organisation resident or based in the Town?

Application Process.

- Applications should be made by completing the Grant Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.
- Applications are accepted at any time of the year, but on-going annual grant requests should be made by the end of January for the forthcoming financial year (1st April)
- Applicants are usually informed within two weeks of the meeting

Promotion.

The Town Council will ask for recognition from successful groups in the form of the promotion of the Town Council in the organisation's newsletter or any press release. The Town Council will also recognise successful groups in its own reports to residents.