



# ONGAR TOWN COUNCIL GRANT APPLICATION PACK

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## Making your application.

This pack with guidance will help you to make your application for a grant, if you require any further/additional information please contact the Town Council clerk:

[clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

We want to make this process as straightforward as possible. However, all our money comes directly from the council taxpayers living in the Ongar Town area, through Epping Forest District Council (EFDC), and we are publicly accountable for how we decide to spend the funds. For this reason, we have agreed a formal policy which governs the way we award any grant or donation. The terms and conditions are printed below and are also published on our website. We encourage you to read them in full.

Our application process is in two parts, the first is in the information you supply below in this form, the second is for you to attend a full town council meeting to talk through your application, the more details you provide below will help in our decision-making process. Again, if you have any queries or concerns, please contact our Clerk who will guide you through the application.

So that we have time to consider your written application, please send us this form a minimum of 7 clear days before the next Full Council Meeting, see our website, or telephone for the dates. A member(s) of your organisation will be welcome to present your application at the full town council meeting so that councillors can listen and ask questions, a decision on the award will be made on the evening. Please note that while applications can be made at any time, there is no guarantee that funds will remain available throughout each financial year. **Please read the guidance carefully, before submitting your application form**

## Grant Application Procedure.

All applications will in the first instance be received by the Clerk who will forward details to the Town Councillors for consideration at the next appropriate full Town Council meeting. Any applications made less than 7 days before a meeting will usually be deferred until the succeeding meeting date. (Please see our website for published meeting dates) Each application will be considered on its own merits, and by reference to this policy, although the Town Council may make additional requirements and conditions at its discretion if considered appropriate.

We look forward to receiving your application.

Ongar Town Council

## Who is Eligible?

The Town Council may in its absolute discretion award grants to groups or organisations with charitable, benevolent, social, cultural, recreational, or philanthropic aims and purposes. Organisations must have a written constitution, and a separate bank account controlled by more than one signatory. Conditions may be added, removed or varied at the discretion of the Town Council, taking into account the group or organisation's individual circumstances.

In all cases, there must be a clear need for financial support to achieve an objective which will benefit the town, for example by:

- providing a service;
- enhancing the quality of life or improving the environment.
- promoting the town in a positive way.

The Town Council reserves the right to refuse any grant application. In particular, the Town Council will not approve grants to:

- private individuals, commercial organisations or political parties.
- religious groups, unless for a purpose which does not discriminate on grounds of belief.
- any organisation which in the view of the Parish Council has racist, extremist, or other policies which the Parish Council deems to be unacceptable.
- purposes for which other local or central government departments have a duty to fund or provide (unless devolved to the community or local level by agreement);
- “upward funders”/ “uploaders” for example local groups where fund-raising is sent to a central HQ for redistribution.
- running costs.

NB, this list is not exclusive and may be added to at the Town Council's discretion.

As part of its annual budgeting process, the Town Council will review each January the maximum overall amount that will be available in grants in the next financial year. Within that figure the Town Council will also decide the maximum amount (currently £500) that may be paid as a single grant. The grant budget will be split into two half-year windows (April to September and October to March). Once the grants budget in any half-year is exhausted, the Town Council will not take any further applications.

## Conditions of funding:

1. The Town Council requires applicants to complete the form in this pack. Supplementary information to be requested before full consideration can be given.
2. A grant award must only be used for the purpose stated on the application, unless the Town Council agrees in writing to a request for a change in use. Approval will not be given retrospectively.
3. Unless specifically agreed, funding must be spent within the financial year in which it is awarded. Unused funds cannot be added wholly or partly to the organisation's reserves, and must be returned to the Town Council.
4. If a project costs more than anticipated on the application, the Town Council will not meet the shortfall in any circumstances.
5. Any award may be paid at the discretion of the Town Council by cheque or bank transfer.
6. Recipients will be responsible for the administration and accounting for any grant. As a minimum, the group will confirm in writing the receipt of the award for audit purposes, and evidence of expenditure, equal to or more than the total of the amount of the grant detailed on the application, should be supplied to the Town Council when requested.
7. The Town Council's support must be acknowledged in the organisation's publications and annual reports, including an identifiable entry in the financial accounts.
8. All successful recipients must complete and return a short report on how the group spent the money, along with photographs and images, these will be used in an annual town report for the residents (this 'grant evaluation form' is also in this pack)
9. The Town Council will consider only one application for a grant from a group or organisation in any one financial year. A fresh application will be required for a new request in any subsequent year.
10. The Town Council will not make any ongoing commitment to award grants in future years.
11. The Town Council will not usually award any grant retrospectively or if work has already commenced.

## **Grants Funding Policy.**

The town Council may make donations or award grants under Section 137 of the Local Government Act 1972 (S137 LGA 1972). This allows limited expenditure on anything outside our statutory activities which, in the opinion of the town Council, is in the interests of the parish or its inhabitants. There is no obligation to spend all or any part of the S137 limit in any year, nor does any unspent amount “roll over” to accumulate in another year. As with all its expenditure, any sum that the town Council decides to award in grants or Donations have been funded by residents’ council tax bills, and we are very mindful of the need to use public money wisely and with transparency.

For the purposes of this policy, a grant is any payment made by the town Council to an eligible group or organisation, for a specific purpose that will benefit the town, or its residents (whether permanently or temporarily settled in the town) and which is not directly controlled or administered by the town Council.

# Grant Application Form

*This form is editable so you can increase/decrease the size of the boxes, if required.*

<b>As your organisation's representative, please provide YOUR name and contact details.</b>	
Name	
Address	
Telephone Number	
Email	
<b>Data Protection Act - All the information you enter on this form will be stored and held in accordance with the Data Protection Act 2018 and used by Ongar Town Council solely for the purpose of analysing and recording grants.</b>	

<b>Please give us details of your organisation/group</b>	
Name	
Registered charity number, if applicable	
Address	
Website address.	
Briefly, what does your group/organisation do, and how does that benefit the Ongar Town area, and/or its residents and the size of its membership?	
What is the project for which you would like the grant?	

Amount requested.	
Details of all previous Grants from Ongar Town council? (what, when & how much?)	
Have you started this project or spent any money on it so far? If so, how much?	
Have you applied for any other grants in this financial year from another organisation(s) – either for this project, or for anything else? Please provide details.	
We will need to see receipts or invoices, please confirm you will be able to supply these later and similarly the annual financial accounts	
Does your group/organisation have a bank account, requiring a minimum of 2 signatories to operate	
Answering “No” to one or more of the 3 items in this section will not necessarily mean we cannot pay a grant, but we will need to discuss options with you before agreeing to release any money.	

<b>I confirm that, to the best of my knowledge, the information contained in this application is true and accurate.</b>	
Signed	
Name	
Position in the Organisation	
Date	

## Grant Evaluation Form

*This form is editable so you can increase/decrease the size of the boxes, if required.*

<b>As your organisation's representative, please provide YOUR name and contact details.</b>	
Name	
Address	
Telephone Number	
Email	
<b>Data Protection Act - All the information you enter on this form will be stored and held in accordance with the Data Protection Act 2018 and used by Ongar Town Council solely for the purpose of analysing and recording grants.</b>	

<b>Please give us details of your organisation/group</b>	
Name	
Registered charity number, if applicable	
Address - or, if there is no fixed address, where do you usually meet?	
Website address, if you have one	
Briefly, what does your group/organisation do, and how does that benefit the Ongar Town area, and/or its residents and the size of its membership?	



What was the project/activity for which the grant was awarded?	
Amount awarded	
Please describe the impact the grant made on your project/ activity to the local residents and wider community. Give details of how the activity went.	
Please provide images (these can be attached to your report via email)	
How Likely are you to recommend this process to other groups?	

<b>I confirm that, to the best of my knowledge, the information contained in this application is true and accurate.</b>	
Signed	
Name	
Position in the Organisation	
Date	