



## Earley Town Council

### GRANTS POLICY

#### **Community Grants to Community Groups, Organisations and Individuals**

It is part of the mission of Earley Town Council to engage with residents, working with all to make Earley an even better place in which to live.

All spending and activity that the Council undertakes focuses on delivering its mission. The Council recognises the important role that its grant spending plays in supporting community groups, organisations and individuals to help fulfil this mission.

Grant applications will be invited annually from community groups and organisations via the Council Website, Council noticeboards and in the Lower Earley Library. Community groups and organisations that received grants during the previous municipal year will also be notified by email that the grant application period is open.

#### Important Dates:

- December and January – submission of grant applications to be made to Earley Town Council.
- Late March – funding decisions to be made by Earley Town Council and applicants informed of the outcomes.
- May – funds paid to successful applicants.

Applicants should be aware that the Council receives a high volume of requests and will not award grants in excess of the annual budget for this purpose. Notwithstanding, it looks forward to receiving requests and commits to considering each individually and with care.

***NOTE: Council may opt not to allocate a portion of the grant budget within the above timescale and may choose instead to reserve some funds for distribution later in the financial year.***

Applicants should read the Grants Policy and Criteria for Applications below before completing the application form, available on the Earley Town Council website [www.earley-tc.gov.uk](http://www.earley-tc.gov.uk).

***Applicants may submit only one application for funds per financial year.***

#### GRANTS POLICY AND CRITERIA FOR APPLICATIONS

- Grants will only be made to cover activities that benefit residents of Earley.
- Grants are available for community groups and organisations; and in exceptional cases, for individuals.

#### Grants for Community Groups and Organisations

The Council will not normally award grants for costs that could reasonably be expected to be funded from other sources, including from members' subscription.

Grants will not be made to contribute:

- towards the costs of advertising charities or activities
- to charities or activities that assist people outside the UK.

Applicants must:

- explain, and provide evidence if available, of the number of Earley residents who would benefit from the grant
- provide a copy of the group or organisation's most recent set of accounts
- undertake to keep an accurate record of the way in which the grant is spent and report on this to the Council once completed
- provide a copy of their child / vulnerable adults protection policy if working with children or vulnerable adults.

The Town Clerk will inform each applicant of the outcome of their application as soon as practical after the March Council meeting.

Unsuccessful applicants will be given the reason(s) for not being awarded a grant.

Payment of grants will be made electronically ~~or by cheque~~.

### **Grants to Individuals**

Match-funding grants may be given to applicants who have been awarded a grant through the Wokingham Borough Sports Council. In these cases, the request for Town Council funding will be made by Wokingham Borough Council directly to the Town Council. Consideration will also be given to granting match funding for awards made to individuals from other recognised organisations.

In exceptional circumstances, Individuals may apply directly to the Town Council for a grant. These applications may be made at any time during the year and should be submitted to the Town Clerk who will refer the request to the Policy and Resources Committee. The outcome of the application will be communicated by the Town Clerk as soon as practical after that meeting.

Unsuccessful applicants will be given the reason(s) for not being awarded a grant.

Payment of grants will be made electronically ~~by cheque~~.

### **Information to be included on the grant application forms:**

#### **GRANTS FOR COMMUNITY GROUPS AND ORGANISATIONS**

Name

Position within the organisation

#### **About your organisation**

Name of organisation

Address

Email/Phone

Registered Charity Number

Summary of activities of your organisation

How many Earley residents are currently served by your organisation?

Amount of grant applied for (£)

Why is this grant required?

How will this grant be used to benefit residents of Earley?

What age groups will benefit from the grant.

How will the success of the purpose to which this grant is put be assessed?

Have you applied for grants from any other sources? If Yes, please give details.

What other fundraising actions has your group or organisation undertaking in the past 12 months.

Please attach your most recent set of accounts to this application.

Please add any further information in support of your application that you wish the Council to consider.

#### Grants for Individuals

Name

Address

Email

Phone

#### **Reason for applying for a grant**

Please write up to 250 words explaining why you are applying for a grant. Please make your reasons as specific as possible, including a clear outline of how and when the grant would be spent and how it may bring credit to Earley.

Policy adopted - November 2019

Reviewed – November 2021

Amendments considered – Policy & Resources Committee 9<sup>th</sup> November 2022

Full Council 23<sup>rd</sup> November 2022