

Document 6.1

GRANTS POLICY

(Includes Policy Statement, Guidelines & Criteria)

Adopted 27 March 2017

Review by March 2019

1. Introduction

- 1.1. Hertford Town Council provides grants to a wide variety of organisations that develop or maintain opportunities for Hertford residents.
- 1.2 The aim of the grants is to support projects that show a clear benefit to the residents of Hertford.
- 1.3 There is a detailed application process for Community Grants published on the Town Council's website. The application process ensures appropriate use of funds. The application process is supplemented by case studies, also published on the Council's website, demonstrating the use made of the Community Grants.

2 Policy Statement

- 2.1 Community Grants will be awarded to support and encourage a diverse range of community activities across all age ranges, a wide range of interests, initiatives and events that help to meet the needs of Hertford residents.
- 2.2 In determining applications, the Council will give particular consideration as to how each proposal helps to meet the Council's objectives for Hertford.

3 Categories of Grant

- 3.1 The categories of grant are:
 - ▶ **Town Events** (e.g. art, music events, fun days) - Max Grant usually £1200
 - ▶ **Capital or one off Grants** - Max grant usually £1200
 - ▶ **Small grants** (to organisations or individuals) - Max grant usually £500

4 Guidelines and Criteria

- 4.1 Grants will normally be given only to individuals and organisations resident in or serving the area within the civil parish boundary of Hertford (which includes parts of Hertingfordbury Village).
- 4.2 Grants should represent assistance to projects of local use and need to show a clear benefit to Hertford residents.
- 4.3 Normally, grant applications from organisations will be considered if accompanied by at least one of the following:
 1. Audited accounts; or
 2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.
- 4.5 Grant applications from individuals will be considered if :
 1. Charitable or educational purposes of the individual are linked to bodies recognised by the Council;

2. Are deemed to be of local benefit, for example through information dissemination or are likely to encourage inspiration and motivation to the applicant's peer group.
- 4.6 A maximum of one grant award per year per applicant.
- 4.7 The Finance, Policy and Administration Committee will consider all grant applications.
- 4.8 The Council will not normally award grants for day-to-day running/operating costs.
- 4.9 The Council will not normally provide grants for services that should be funded by other statutory authorities and will not award grants for political purposes.
- 4.10 The Council cannot guarantee a grant to any organisation or individual. Each grant application is considered on its individual merits.
- 4.11 The Council will not supplement any shortfall in expenditure incurred by another authority with responsibility for the service involved.
- 4.12 The Council will normally expect to distribute grants to a variety of organisations, this may mean a smaller amount is awarded than that applied for.
- 4.13 Applications for grants over £200 must be made on official Town Council application forms. Applications for smaller grants are acceptable via letter that includes sufficient supporting material.
- 4.14 The Council will require all organisations to provide a formal acknowledgement of receiving grant aid. In the case of individuals, the Council will require a report of the project or other agreed method of verifying the use for which application of grant was made.
- 4.15 The Council reserves the right to decline any application.
- 4.16 When a grant is awarded, the Council also reserves the right to reclaim part or the entire grant provided it is satisfied that this action is appropriate. It will only take this action after giving the organisation or individual any opportunity to make representations.

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