



HOLYWELL TOWN COUNCIL

GRANTS AND CONTRIBUTIONS POLICY

HOLYWELL TOWN COUNCIL

GRANTS AND CONTRIBUTIONS POLICY

1. Introduction

- 1.1. Holywell Town Council budgets a sum of money every year for discretionary grants to voluntary and not for profit organisations. These grants are non-specific and therefore not earmarked in the budget.
- 1.2. Holywell Town Council aims to promote health, well-being and an inclusive community by providing financial support to community groups working for the benefit of its local residents.
- 1.3. These grants are limited and are made available to organisations that address a demonstrable need for financial assistance.
- 1.4. The Council considers such grants twice per year in January and June.
- 1.5. Holywell Town Council budgets sums of money every year for specific contributions to assets and services providing demonstrable benefits to the local community and its residents. These contributions are specific and therefore earmarked in the budget.
- 1.6. The Council considers such contributions annually as part of its budget setting process.

DISCRETIONARY GRANTS

1. Discretionary Grants To Local Organisations

- 1.1. Holywell Town Council grants are made for the benefit of people and projects local to the Holywell community. Applications will be considered for financial assistance towards a specific project or activity from community organisations, cultural, educational, sporting, health and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the area covered by the Council.
- 1.2. Grants are normally awarded on an annual basis to each applicant.
- 1.3. Grants awarded can be for one-off projects and events, or to support ongoing regular activities, equipment purchase or in exceptional cases to support operating costs.

2. Policy Aims and Objectives

- To enable local people to participate in voluntary groups and activities.
- To help the voluntary groups improve their effectiveness and reach.
- To ensure the provision of services desired by local residents.

- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To support organisations which meet the needs of young people and senior citizens.
- To support organisations which seek to make a positive impact upon the environment.
- To ensure that there is equality of accessibility and opportunity for all local residents.

3. Discretionary Grant Criteria

- Grants are awarded only to organisations meeting the needs of residents of the Holywell community, and only to non-profit making organisations or projects.
- Applicants must provide copies of their annual accounts, a recent bank statement (last 6 months) and the group's constitution to support their application. **No application should be submitted without these supporting documents.**
- Balances held by the organisation will be taken into consideration when deciding levels of grant aid.
- The maximum grant award is capped at £500 per applicant per year for applicants inside of the Holywell and Greenfield ward boundaries.
- The maximum grant award is capped at £250 per applicant per year for applicants outside of the Holywell and Greenfield ward boundaries.
- Financial support is confined to local organisations.
- Financial support to outside organisations and events is only considered when residents of the Council's area are participating or there is direct benefit to the community.
- Applicants should describe how they intend to reflect the bilingual nature of the community and their audience in the activities for which they require financial support.
- All applications received are considered.
- Applications from schools will only be considered for specific projects.
- Private individuals cannot be considered for financial assistance of any kind. Payments will only be made to a properly constituted group, club or society.
- Applicants agree to acknowledge the contribution that has been made by the Council in publicity or promotional material.

4. How To Apply

- 4.1. Applications must be submitted via the Holywell Town Council Application for Financial Assistance Form. Completed applications should be sent to the Clerk along with the relevant documentation.
- 4.2. Applications can be submitted at any time and will be put to the next appropriate meeting of the Council.
- 4.3. Applicants will be notified by letter of the outcome and if successful will be required to return a slip to confirm receipt of the grant awarded.
- 4.4. Approved grants will be valid until the end of the financial year following their approval. If the grant is not taken by 31st March you may need to reapply, unless a deadline change has been agreed with the Clerk.

5. Evaluation and Review

- 5.1. Successful applicants are encouraged to provide feedback to the Council and submit a written report outlining how the money awarded was spent. This report should be provided to the Council within **6 months** of the grant being awarded.
- 5.2. This policy will be reviewed on an annual basis to ensure its continued suitability and effectiveness.

6. Legislation

- 6.1. The following legislation applies to the awarding of discretionary grants:
 - Local Government Act 1972, Section 137, Power of local authorities to incur expenditure for certain purposes not otherwise authorised, Subsection 1, A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.
 - Local Government (Miscellaneous Provisions) Act 1976, Section 19, Recreational Facilities, Subsection 3, A local authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing any recreational facilities.

CONTRIBUTIONS

1. Contributions to Assets and Services

- 1.1. Holywell Town Council budgets earmarked sums of money each year for specific contributions towards assets and services which provide demonstrable benefits to the local community and its residents.
- 1.2. There could be a number of reasons for the council doing so. An existing asset could face the threat of closure or be in need of reinvestment, or an existing service may not be able to continue to be undertaken by its operator due to its affordability.
- 1.3. Examples of these type of contributions include supporting local leisure centres and other recreational facilities, a match funding programme for the upgrade of children's play area equipment or the running of children's summer playschemes.
- 1.4. These specific contributions typically but not always involve partnership working with the principal authority (Flintshire County Council) or other organisations.
- 1.5. These specific contributions are subject to an annual review as part of the council's budget setting process.

- 1.6. The council would expect an application for any contribution from the principal authority or other organisation to be submitted to the council in writing.

2. Evaluation and Review

- 2.1. Recipients of financial contributions are expected to provide feedback to the Council. This can take the form of a written report or a presentation to the council.
- 2.2. The council reserves the right to request additional documentation to evaluate its continued support and payment of the contribution. For example, this could involve the supply of a copy of the latest financial accounts, or statistical information related to the usage or take up of a particular service.
- 2.3. This policy will be reviewed on an annual basis to ensure its continued suitability and effectiveness.

All Holywell Town Council Policies are approved by full council and subject to an annual review.

.....
Town Mayor & Chairman of the Council