



Grants Policy

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Overview

Introduction

Wokingham Town Council (WTC) supports local organizations through the annual allocation of grants, the recipients of which are selected following an on-line application process.

The Finance and Personnel Committee consider all applications and award grants to those organizations which demonstrate that their funding will best support the Town Council's Vision and Principles and Priorities:

'To enhance Wokingham Town for its existing and future residents and businesses.'

Principles and Priorities

Service

All residents of Wokingham Town deserve high quality services.

In providing those services, the Town Council will seek to enhance its services to support new and overlooked communities and groups and to use its personnel and financial resources proportionately and wisely.

Distinctiveness

Wokingham Town is proud of its distinctive nature as a modern market town with an ancient heritage.

Wokingham Town Council will protect its heritage while recognising that change is necessary to enhance its services to current and future residents.

Sustainability

Wokingham Town will aim to be a sustainable community.

Wokingham Town Council will seek to protect and enhance its natural, built and cultural environments for all current and future residents, and to deploy its personnel and financial resources sustainably

Inclusivity

Wokingham Town will be welcoming to all irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Wokingham Town Council will take positive steps to enhance its services for its diverse populations equally and fairly.

The Council agrees an annual budget for its awards which will not normally exceed 10% of its Precept budget from the previous year. In addition, under normal circumstances, it will not consider allocations in excess of £15K for any single grant. In awarding funding the council seeks to ensure that there is proportionality in relation to any awards ie the allocation of funding is proportionate to the number of residents benefitting from the award.



1. Allocation Process

WTC is seeking to work with non commercial organizations who can demonstrate a good track record of effective delivery and fund-raising. The process is not open to individuals who may benefit on an individual basis. The Council is increasingly expecting to match fund rather than fully fund all activity. WTC divides its grant funding in three ways:

- a) Service Partners ie organizations that provide a service to the local community which the Council would need to provide itself, or is clear that it wants delivered on its behalf.
 - i.No more than 50% of the grants budget will be allocated to Service Partners.
 - ii.Normally Service Partners will receive security of funding for the four year term of any council after which it will be reviewed.
 - iii.Potential new Service Partners will be considered on an individual basis.
 - iv. An agreement is put in place which determines clear objectives and outcomes from the service which can be measured and reported against.
 - v. Service Partners will not need to make an annual application but will be required to report to Council to demonstrate the impact of their work and account for grant spending.
- b) Event Partners – ie organisations that the Town Council would like to partner with to enhance Wokingham Town for all current and future residents and businesses through the delivery of cultural opportunities.
- c) Other applicants ie organizations that request support for their activities and see WTC as a potential funding stream. These applicants are considered on an annual basis and grant funding may be for a single project only, in any given year.
 - i. These organisations need to clearly demonstrate how their work aligns to the vision of the Council
 - ii. By exception Wokingham Town Council recognises the broader contribution CAB makes to the local community and therefore the organisation is not required to demonstrate its alignment with the Council's vision.

Research demonstrates that a small allocation of funding against large projects is unlikely to bring about the desired impact. WTC is mindful of this and is unlikely to offer a small grant against a large project. Rather it will consider funding the total project or most likely work to a match funding approach where money will only be released when the organization can demonstrate it has raised an equivalent amount of funding.

Applications made in consecutive years from any organisation will be scrutinised carefully to ensure that the organisation is offering value to the town and is in need of funds.

2. Reporting Process

- a) Service Partners., Event Partners and organizations in receipt of £5K or above:
 - i. Each organization will be allocated to a Council committee for monitoring purposes.
 - ii. A designated Councillor will be attached to the organization for liaison purposes and attend any relevant meetings in agreement with the organization eg trustee board meetings. **Appendix 1**
 - iii. Make an annual presentation to the committee demonstrating the impact of their work which will also be attended by the designated Councillor.
- b) Organizations in receipt of funding between £1 & 5K:



- will be invited to attend a meeting to report to the relevant committee.

c) Organizations in receipt of funding up to £1K:

- will be expected to submit a short, on-line report, at the end of the year demonstrating the impact of their work.

All reports will include such aspects as:

- Allocated funding
- Costed spend
- Outline of activity
- Impact of activity
- Accounts

From time to time any organisation may be invited to share their work at the Annual Town Meeting.

3. Timescales

- Applications for funding are invited in July.
- Finance & Personnel decision September/October.
- Organizations notified November for following financial year.
- Presentation of grant certificate at Annual Town Meeting in April.

4. Criteria for applications

- Applications will only be accepted from organizations such as voluntary bodies and organisations, which operate within the Town Council's boundary and provide direct benefit to all or some of its inhabitants.
- The Town Council cannot guarantee a grant to any organization and will review each and every application, which is judged on its merits.
- Applications from individuals will not be considered if the benefit is personal and will only be considered if they will bring clear and positive benefit(s) to the town community. The Committee will carefully scrutinize individual applications.
- A grant cannot be given for political purposes.
- A grant cannot be given just to promote publicity.
- A grant from a parish/town council cannot be given to contribute to a charity or public service body operating overseas, or to a fund established to assist people outside the UK.
- All voluntary bodies and organizations, which are seeking assistance, must supply a set of accounts for the previous year's activity. Those applying for an amount in excess of £1,000 must submit a written report, annual report or set of accounts within 12 months of receipt of a grant.
- Council also has the right to ask recipients of grants, irrespective of the amount, for a statement on how the money is being spent and can also ask for financial information prior to actually giving a grant.
- Applicants should be aware that the Town Council will determine its total budget for grants on an annual basis.
- As well as obtaining financial information, the Town Council must be provided with evidence on the number of inhabitants, who reside within the town's boundary and who would directly benefit by the award of a grant.



- If your work involves children or vulnerable adults, please ensure all safeguarding matters, related to your project/activity, are covered by a child/vulnerable adults safeguarding policy

Appendix 1 – Councillor Representation on External Bodies: Guidance for Councillors

Where Wokingham Town Council awards grants to organisations of £5K or above, a representative of the Council will be appointed to attend appropriate meetings to act as a link between WTC and the receiving body.

In order to achieve consistency of approach representatives should be mindful of the following:

- WTC's vision 'To enhance Wokingham Town for its existing and future residents and businesses'
- At all times represent the interests of WTC and provide information and appropriate guidance to the organisation where it is useful or necessary
- Ensure that WTC is kept informed of the meetings/events that are attended and raise any matters that might affect the interests of the Council or where the latter can facilitate/broker support for the organisation
- Present a regular report to Full Council in relation to the organisation and the meetings that have been attended.
- A pro-forma is available for Councillors use.
- With the relevant organisation, attend the yearly meeting where a report is presented to committee, providing Council with the opportunity to hear directly about the impact of its funding

Appendix 2 – Grant Application Form

This can be found on the following website

<http://www.wokingham-tc.gov.uk/services/grants>