

# WOKINGHAM TOWN COUNCIL



## CULTURE AND COMMUNITY GRANTS POLICY

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## INTRODUCTION

- 1.1 Wokingham Town Council has a commitment to encourage, support and promote local organisations, charities, businesses and community groups that deliver valuable services and support for the benefit of residents of Wokingham Town. The Town Council makes an annual budget provision for community grants to help meet its aims.
- 1.2 The Town Council is empowered to make grants through the provisions of section 137 of the Local Government Act 1972. This legislation provides the legal framework upon which the Town Council's grants are determined.
- 1.3 The Council's grants are funded from taxpayer funds and a key principle of this policy is to ensure that grant decisions are open and transparent.
- 1.4 Decisions relating to applications to the Town Council's grants funds are delegated to the Finance and Personnel Committee. This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.5 Applicants are encouraged to look at alternative sources of funding in addition to the council's grant funds.
- 1.6 The Town Council seeks to provide grants which supports the delivery at least one of the following strategic aims:
  - a. Being sustainable
  - b. Involving everyone
  - c. Fostering town pride
  - d. Enriching community

Further details of the council's strategic aims can be found on our website.

## GRANT SCHEMES

The Town Council operates two separate grant schemes:

- 2.1 The WTC Culture and Community Grant Fund is open for small grant applications which support new or expanded community events and activities throughout the year. Applications for this fund are considered at the next available committee meeting.
- 2.2 The Town Council Main Grant Scheme is open for applications between July and September. Grants are considered in October and November and successful applicants will receive funds early in the next financial year. Applications should be made on the WTC Main Grant application form via the Town Council's website [<https://www.wokingham-tc.gov.uk/grants/>] and include all information requested on the form. An application will not normally be put to the committee until all required information has been provided.

## ELIGIBILITY

- 3.1 The Culture and Community Grant Fund is open to local businesses, community organisations and local charities.
- 3.2 The council's Main Grant Fund is only open to community organisations and local charities
- 3.3 Bodies must have a bank account in their own name or otherwise be able to evidence that this is in the process of being established at the time an application is made.
- 3.4 Projects must deliver a benefit to the residents of Wokingham Town.
- 3.5 The Town Council will not fund: salaries unrelated to this application, funds to restore reserve balances, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

## APPLYING FOR A WTC CULTURE AND COMMUNITY GRANT

- 4.1 Applications should be made on the WTC Culture and Community Grant application form via the Town Council's website [insert weblink here] and include all information requested on the form. An application will not normally be put to the committee until all required information has been provided.
- 4.2 Community organisations and local charities submitting applications must supply the previous financial year's accounts and a recent (within three months) bank statement. Applicants are encouraged to provide a detailed breakdown of any 'free' or non-earmarked reserves they hold or include policies which detail the levels of free reserves they would expect to hold. New / start up organisations should submit a financial statement containing their proposed budget.
- 4.3 Businesses submitting applications for seed funding for events or activities should submit a fully costed budget for the proposed event or activity.
- 4.4 Where relevant, applications should include a breakdown of proposed expenditure and provide evidence that best value has been sought (this may be by submitting quotations received)

## WTC CULTURE AND COMMUNITY GRANT FUND AWARD PROCESS

5.1 An opportunity will be provided for WTC Culture and Community Grants to be considered at the next available Finance and Personnel Committee meeting. The Committee usually meets six times per year, approximately every two months.

5.2 The Committee will score applications as follows:

Criterion	Score	Definition
Achieves outcomes	Up to 10	A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	Up to 10	A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of the Town Council's funds.
Strong governance	Up to 10	A high score indicates that the application has good control structures within its organisation, and experienced individuals leading the project.
Fits well with Town Council Strategic Aims	Up to 10	<p>A high score indicates a good fit with the Strategic Aims of Wokingham Town Council:</p> <p><u>Being sustainable</u> Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.</p> <p><u>Involving everyone</u> Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.</p> <p><u>Fostering Town Pride</u> Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage.</p> <p><u>Enriching community</u> Creating and supporting opportunities to bring our community together and help it to thrive.</p>

5.3 An application must score at least 6 points on Governance and achieve an overall score of at least 20 to be awarded a grant.

- 5.4 Funds will be paid out as quickly as practically possible once the committee has approved the grant.

## **GRANT EVALUATIONS**

- 6.1 Recipients receiving grants in excess of £500 must provide a grant monitoring report to detail the outcomes of the grant once funds are spent, and within 12 months of receipt of funds.
- 6.2 Recipients are encouraged to include a write up of their grant outcomes and include photographs which the town council can use on its social media feeds.
- 6.2 The Town Council reserves the right not to consider grant applications where previous monitoring forms have not been received.

## **CONDITIONS OF GRANTS**

An application under the Culture and Community Grant scheme shall indicate agreement to the following conditions:

- 7.1 Recipients shall complete an evaluation form as required.
- 7.2 The Town Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or unfull/partially in breach of conditions.
- 7.3 Recipients are expected to positively promote Wokingham Town Council
- 7.4 Recipients should acknowledge the financial support received from the Town Council in press releases and publicity. The Town Council will provide logos for use to indicate its support.

## **RECEIPT OF GRANT**

- 8.1 Successful applications will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 8.2 Payments for successful WTC Culture and Community Fund Grants will be paid as soon as practically possible after approval