



GRANT AWARD POLICY

Introduction:

Knaresborough Town Council (KTC) recognises that there are key costs involved in operating charity and voluntary groups and individuals contributing to Knaresborough's voluntary sector. With this in mind, KTC sets aside an amount of money every financial year for grants to local voluntary sector workers, and/or voluntary or charitable organisations where the activities will contribute to, and be of benefit to, the life of the people of Knaresborough.

Qualifying Organisations/Individuals:

An organisation will be eligible if it meets some the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It is formally constituted with an approved-constitution and a management committee made up primarily of volunteers
- It operates on a not for profit basis and exists for charitable reasons to improve physical, emotional, social wellbeing and educational need.
- It operates such that shareholders and trustees do not benefit financially
- It primarily provides activities that benefit the residents of Knaresborough.
- Is an individual looking to improve their skills in the work they do in the voluntary sector.

When Applying:

Grants will be considered up to four times per year. Applications should be submitted by the deadlines that will be publicised throughout the year for corresponding meeting dates.

Qualifying organisations applying for grants must include:

- a. A completed application form - all sections must be completed
- b. A copy of their written constitution
- c. Copies of their last financial year-end accounts,
- d. A copy of their latest bank statement,
- e. Any additional information the organisation considers will support its application.

Grant Awarding Criteria:

- The benefits the award will bring to the Knaresborough community
- The number of residents directly benefiting from the grant
- The ability of the organisation to meet new community needs
- The quality and effectiveness of services provided through use of this grant
- The ability of the organisation to attract additional/new sources of funding

- The amount and frequency of previous awards
- The level of other funds generated towards the project

Conditions:

- The grant is only to be used for the projects or activities outlined in the application
- Applicant will meet all relevant legislative requirements in respect of the projects or activities. In particular they must have committed to equal opportunities and must, if they work with children and/or vulnerable adults, have relevant and up to date policies and procedures in place, particularly with regard to Safeguarding.
- Applicants will acknowledge receipt of the grant from the Council in all publicity relating to the projects or activities and in annual accounts and report
- Applicant will complete and return the monitoring form to the Council, with a statement of how the grant has been spent and how it has benefited the local community, within 12 months of the grant being awarded.
- The applicant will allow the Council reasonable access to all records related to the grant and the project or activity for at least four years after the grant has been awarded
- The applicant will repay to the Council all of the unspent grant at the same time as returning the monitoring form
- The applicant will not use the grant to support expenditure on VAT reclaimable from HM Revenue & Customs.
- Prior approval of the Town Council is required for any change of purpose for the grant.
- If satisfactory additional evidence has not been provided, or any other condition has been breached, the applicant will repay to the Council all of the grant awarded.
- The grant will not be used for projects or activities that:
 - a) are unlawful or undermine the Council's or a partner's priorities or service delivery
 - b) only benefit an individual family or a private business
 - c) support political parties or trade unions or employers' associations or groups affiliated with any of these
 - d) specifically support lobbying
 - e) specifically seeks to promote a faith or belief as their main purpose

Application Process:

Applications should be made by completing all sections of the Grant Award Application Form, enclosing annual accounts, and any other supporting information and returning to the Clerk at the address below.

Applicants are usually informed within two weeks of the council meeting and grant money will be paid by electronic transfer.

Adopted: September 2023

Review: Year 2027