



**EARLEY TOWN COUNCIL**

**GRANTS POLICY**

**Community Grants to Community Groups, Organisations & Individuals**

Part of Earley Town Council's mission is to engage with residents, working with all to make Earley an even better place in which to live. Therefore, all spending and activity that the Council undertakes focuses on delivering its mission and the Council recognises the important role that its grant spending plays in supporting community groups, organisations and individuals.

**1. Introduction**

- a. Applications will be accepted three times a year in June, November and March.
- b. Applications received outside of the normal intake will be considered in exceptional circumstances.
- c. Each financial year the Council sets a grant budget, which is a limited amount, therefore the Council will not award grants in excess of the annual budget.
- d. Grant applications are considered by the Policy & Resources Committee on an individual basis.
- e. Amounts awarded are at the discretion of the Policy & Resources Committee.
- f. Commercial organisations are not eligible to apply for a grant.
- g. The Council is committed to environmental/green issues and asks where possible for applicants to demonstrate how they promote these types of initiatives within their group/organisation.

**2. Criteria**

- a. Applicants must complete an application form and provide the following supporting documentation: -
  - Set of financial accounts for the previous year
  - Quotations received (if the request is in relation to a project)
  - Breakdown of income/expenditure
  - Safeguarding Policy (if group/organisation's work involves children or vulnerable adults)
- b. The Council reserves the right to request additional information, if required.
- c. Applications will only be accepted from voluntary/charity organisations or groups who provide much needed support services.
- d. Applicants must demonstrate how the grant will benefit residents of Earley; this includes applications from groups/organisations who operate outside the Earley boundary.
- e. Applicants will be asked for the number of Earley residents who will benefit from the grant and will be asked to evidence how this number is obtained.
- f. Applications can not be made for groups/organisations operating overseas or for assistance outside the UK.

- g. Applications will not be accepted retrospectively, where the project or expense has already occurred.
- h. Grants will not be awarded for wide scale advertising.
- i. Grants are not awarded for costs that could reasonably be expected to be funded from other sources, e.g., member subscription.
- j. Successful applicants will be notified as soon as practicably possible.
- k. Unsuccessful applicants will be provided with a reason as to why a grant has not been awarded.
- l. Payments of grants will be paid electronically.
- m. All recipients of a grant will be required to provide the Council with a report on the following:
- How the grant has been spent
  - How the grant has benefitted the community
  - How the grant has assisted the group/organisation
- The report should be supported with evidence such as photos, newsletters or press releases, website links, where possible.
- n. Application Forms for Community Grants to Community Groups, Organisations can be found at:
- <https://earley-tc.gov.uk/wp-content/uploads/2019/12/Application-Form-Community-Groups-Organisations.pdf>

### **Grants for Individuals**

Match-funding grants may be given to applicants who have been awarded a grant through the Wokingham Borough Sports Council. In these cases, the request for Town Council funding will be made by Wokingham Borough Council directly to the Town Council. Consideration will also be given to granting match funding for awards made to individuals from other recognised organisations.

In exceptional circumstances, Individuals may apply directly to the Town Council for a grant. These applications may be made at any time during the year.

- a. Applicants making an individual application directly to the Council must complete an application form.
- b. Successful applicants will be notified as soon as practicably possible.
- c. Unsuccessful applicants will be provided with a reason as to why a grant has not been awarded.
- d. Payment of grants will be made electronically.
- e. Application Forms for Individuals can be found at:
- <https://earley-tc.gov.uk/wp-content/uploads/2019/12/Application-Form-Individual.pdf>

**Date of policy:** xxxxxxxxxx

**Approving committee:** xxxxxxxxxx

**Date of committee meeting:** xxxxxxxxxx

**Policy effective from:** xxxxxxxxxx

**Date for next review:** xxxxxxxxxx