

## **Terms and Conditions for Grants 2020**

Each year Warminster Town Council allocates budgeted funds on anything which, in the Council's opinion, is in the interest of its area or part of its area, or in the interest of all or some of the inhabitants of that area. The grants must satisfy two criteria:

1. The Council must be satisfied that there is a direct benefit to its area or part of its area or to some or all of its inhabitants.
2. The Council must ensure that the direct benefit which will accrue to its area or inhabitants will be commensurate with the amount of expenditure.

Any grant of £1,000 or more will include a proviso that the recipient should attend the Annual Town Meeting to report on how the money has been used, or if this is not possible must provide the Clerk with a written report for the meeting.

### **Procedure**

The Town Council has agreed the following procedure:

1. That the Finance and Assets Committee will consider applications once a year and a local media advert will be placed at the appropriate time. Details will also be uploaded to the Council's website. The decision taken to award grants will be taken in June or at a meeting nearest to this month.
2. That the Clerk shall ensure that applications received have all of the supplementary papers necessary, before reporting them to the Finance and Assets Committee.
3. That grants be made in accordance with the following criteria:
  - That there will be direct benefit to Warminster or part of the area or to some or all of its inhabitants.
  - That the direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure.
  - That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster.
  - That grants will only be made to individuals in exceptional circumstances.
  - The grant application must be applied for by an authorised member of the charity or organisation.
  - Only one grant per organisation will be given in any one council year and this will be limited to £2,000 per applicant. The council year runs from 1<sup>st</sup> April–31<sup>st</sup> March.
4. The above criteria will be sent to prospective applicants, with a request for a sight of their accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, Terms of Reference, Constitution and Memorandum and Articles if relevant.

## **Selection Process**

The Council will review each application provided that all supplementary information has been supplied.

The deadline date for submitting applications will be advertised on the Council Website and Council Offices. Incomplete forms will not be considered.

Payments will be issued as soon as possible once the grant has been approved.