

Woodstock Town Council



GRANTS AND DONATIONS APPLICATION 2022/23

Note: Please read the guidance notes thoroughly before completing this application form.

When complete, the form should be returned to: The Town Clerk, Woodstock Town Council, The Town Hall, Market Street, WOODSTOCK, OX20 1SL **no later than 22nd October 2021**. Please note that only properly completed applications will be considered by the council.

SECTION 1 – ORGANISATION REPRESENTED BY THE APPLICANT:

(NB: This will be the name the payment will be made to should an award be agreed)

.....

SECTION 2 – CONTACT DETAILS:

NAME:.....

POSITION WITHIN ORGANISATION:

ADDRESS:

.....

.....

POSTCODE:.....

EMAIL:.....

TELEPHONE: (DAY)..... TELEPHONE (Evening):.....

SECTION 3 – PROJECT TITLE:.....

SECTION 4 – AIMS AND OBJECTIVES OF THE PROJECT

(Please use separate sheet if necessary)

SECTION 5 – WHO DO YOU SERVE IN WOODSTOCK:

HOW MANY PEOPLE FROM WITHIN THE WOODSTOCK DID YOUR ORGANISATION HELP DURING THE LAST YEAR?

IS THIS FIGURE : **ESTIMATED (from experience)**
 ACTUAL (drawn from records)

PLEASE BRIEFLY EXPLAIN THE HELP THAT YOU PROVIDED:
.....
.....
.....
.....

SECTION 6 – FINANCIAL INFORMATION

a) TOTAL COST OF THE PROJECT £.....

b) WHAT COSTS ARE YOU APPLYING FOR IN 2022/23:
CAPITAL £.....
EXPENDITURE £.....

c) OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED (IF APPLICABLE)

DISTRICT COUNCIL: £.....

COUNTY COUNCIL: £.....

CHARITABLE: £.....

FUND RAISING: £.....

OTHER SOURCE: £.....
(PLEASE PROVIDE DETAILS)

.....

d) HOW WILL ANY SHORTFALL BE MET?.....
.....

e) IS YOUR ORGANISATION IN RECEIPT OF FINANCIAL ASSISTANCE FROM THE WOODSTOCK TOWN COUNCIL DURING THE CURRENT YEAR 2021/22?

IF YES, HOW MUCH? £.....

SECTION 7 - Supporting information:

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

	Item Enclosed?	
a. Latest available Annual Report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Latest available Statement of Accounts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. A copy of your organisations constitution or rules	Yes <input type="checkbox"/>	No <input type="checkbox"/>
OR A copy of your organisations aims and objectives	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why below:

- a)
- b)
- c)

Please bear in mind that this application and all supporting information will be available for inspection by councillors and members of the public. Applications without this information are unlikely to be considered.

SECTION 8 - Advice and Assistance

If you need help or advice in completing this form please contact The Town Clerk on 01993 811216, who will be happy to help you.

SECTION 9 - Declaration:

"I believe the information given both within this form and the supporting material provided is correct.

I understand that, if successful, I will be required to provide a report that confirms that any grant monies have been spent only in accordance with the activities outlined within this application.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangements specified by the Council and outlined in the guidance notes enclosed with this application form."

Signed:

Date:

Name (please print):

SECTION 10 - For Office Use

Date received:

New applicant Yes

No

Policy and Guidance for Awarding Woodstock Town Council Grants and Donations (adopted 10th September 2013)

Grant & Donations Categories:

- A) Regular Grants
- B) Occasional Grants & Donations
- C) Donations up to £300.00

The Council recognises the wide diversity of voluntary (or non-statutory) bodies operating in the Town and the effort, which is harnessed for the benefit of the local community. Against this background the Council has established the Grants & Donations in order that it may consider helping the work of local organisations such as clubs, societies, groups etc.

The Council does not normally propose to provide 100% funding for any proposal and will expect to see an indication that funds from other sources are also being used. It would also not expect to receive multiple applications from a single organisation in any one year, and given the number of organisations seeking assistance in any one year, preference may be given to those not previously assisted by this Council.

Most non-profit making local organisations or national organisations with a local presence, are eligible to apply, but the Council will not consider applications, which further the aims of party political organisations. The Council will normally be more inclined to support organisations whose activities are focused upon Woodstock residents and where their service or activity meets an identified need, but does not displace the work of an existing organisation.

1. Does my organisation qualify?

- 1.1. Within the money available, the Council will seek to provide an appropriate level of support to external organisations where their aims fit in with those of the Council.
- 1.2. The Council will normally be more inclined to fund organisations which:
 - ◆ Provide a service that meets an identified need and does not displace the work of another organisation;
 - ◆ Provide a service which would not be available without the support a grant;
 - ◆ Do not already receive alternative funding from Woodstock Town Council or another element of local or central government, except where a joint strategy is appropriate;
 - ◆ Do not subsidise significantly services to residents who live outside of the town;
 - ◆ Provide a service which addresses key social needs of the residents of Woodstock
 - ◆ Are undertaking activities, which will be of benefit to the local community.

- 1.3. The Council will not consider funding external organisations which further the aims of party political organisations, and will not normally fund activities which are, in the main, a hobby or pastime for those involved.

2. How is the Money Allocated?

- 2.1. When considering applications for grant aid, the Council will form a view regarding the most appropriate category for an organisation it wishes to fund.
- 2.2. Category 'A' organisations will be those that the Council wish to fund on an on-going basis. They will be required to have a Council representative on the organisation's Management Committee (or equivalent), or a Councillor as an observer at meetings if the Constitution does not permit direct Councillor involvement.
- 2.3. An annual review of Category 'A' organisations will focus on a detailed work programme for the coming year and a financial appraisal. In addition to the Annual Review, a Council Representative will be in regular contact with the organisation and the Council Representative will evaluate the organisations progress.
- 2.4. Other organisations that are seeking funding for at least one year will be placed in Category 'B'. These organisations will be looking for (i) additional income to boost core funding from another body, (ii) "seed corn" funding as part of trying to get started; (iii) one off capital injection for the purchase of equipment or premises.
- 2.5. Category 'B' organisations will receive a grant award on the basis that there is no commitment from the Council for funding in future years, although further applications in future years are not precluded.
- 2.6. Categories 'A', 'B' & 'C' organisations will be required to complete a Declaration Form confirming that any grant has been spent in accordance with the original application.
- 2.7. Category 'B' organisations will be expected to provide financial and performance information as required and will be visited annually by a Council officer to discuss how the Council's grant is being put to use.
- 2.8. Category 'C', the Council has recognised that, on occasions, donations up to £300 can also be valuable in furthering the work of community based local organisations such as clubs, societies, groups etc in a year.

3. What does the Council expect from organisations applying for Grant Aid?

- 3.1. Within the completed application and supporting documentation the Council will expect organisations applying for grant aid to be able to show:
- ◆ Clearly defined aims and objectives
 - ◆ Plans to implement the objectives in the short and medium term
 - ◆ Regular assessment of the level of activity, for example, in terms of the number of their members, time spent on each member
 - ◆ Efficiency in converting resources into services, i.e. obtaining value for money
 - ◆ Substantial proof of the benefits accruing to their members and the community in general of its services and activities
 - ◆ Flexibility in monitoring and reassessing the needs of its members and, more generally, the local community
 - ◆ Effectiveness in informing as many potential members as possible of its service, having regard to its size and income
 - ◆ Mechanisms to secure accountability for resources given
 - ◆ The total number of members, or groups of members, helped in the last 12 months

- ◆ An organisation and management structure appropriate to administer and execute the above and to secure the highest standards of responsiveness to the needs of the members and the community in general.

3.2. All organisations will be expected to maintain and review regularly the mechanisms described above and notify the council of any substantial change in the nature or volume of its activities, which might occur after a grant, has been allocated.

4. What happens once I have returned the Application Form?

4.1. As part of the application process, officers of the Council undertake an evaluation of an organisation's application. To minimise the administrative costs, thereby channelling the maximum amount of the budget into grants, the Council's Representative does not visit or contact applicants unless additional information is required or grant aid has been given in previous years.

4.2. **Applications for grants will be considered during the Town Council Budget meeting in November 2021 and, as with all budgets for 2022/23, any recommendations for funding will remain provisional until the Council's precept is set and included in the Council Tax requirement established in March 2022.**

4.3. Organisations will be notified of their provisional allocation after the Budget Meeting to enable them to prepare their own budgets. Payments of grants will be released, by written request, during the month of April 2022. **Applications for grant aid should be sent to the address below, no later than 22nd October 2021.**

5. General Conditions

5.1. Grants or Donations should be spent for the purpose and on the project/activity for which they were given and the Council will expect due recognition and advertisement of any Grant Aid awarded.

5.2. Grants or Donations will not normally be made for money already spent.

5.3. Applicants receiving a Grant or Donation are required to provide the Council with a written report within the year. The report should detail how the funds were spent and how residents of Woodstock are benefitting. The report may also be included in the Council's newsletter or however the Council wishes to use it.

5.4. Organisations receiving a Grant or Donation may be invited to give a presentation to the Council.

5.5. The history of previous applications may be considered in the decision making process.

5.6. The award of a Grant or Donation in one year does not set a precedent for any subsequent applications.

5.7. If contractors are used for any work, the Council may require organisations to provide written estimates.

We look forward to receiving your completed application form, but if you should require clarification regarding any of the above please contact:

The Town Clerk, Woodstock Town Council, The Town Hall, Market Street, Woodstock. OX20 1SL or telephone 01993 811216 to speak to a staff member who will be happy to help you.