

# Policy and Guidance for awarding Woodstock Town Council Grants (Adopted November 2023)

## 1. Introduction

Woodstock Town 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 and aims to support them where possible. Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other statutory duty. The amount they can spend is limited by the number of persons on the electoral roll. Grants awarded by WTC are public money, collected as part of the precept, and we are accountable to local people for all expenditure.

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.

## 2. Does my organisation qualify?

The Council will award grants, at its discretion, to not-for-profit 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 of a grant;
- Do not subsidise significantly services to residents who live outside the town;
- Are undertaking activities which will be of benefit to the local community;
- Will improve the environment.

## 3. What does the Council expect from organisations applying for a grant?

**The Council expects to be provided with:**

- Clearly defined aims and objectives for how the grant will be used.
- The number of people within Woodstock who have benefitted from the organisation's work in the last 12 months.
- Information regarding other funding applied for / received.
- Evidence (such as the last audited accounts) of the financial need for a grant.

**Additionally:**

- Organisations receiving grant funding from the Town Council, where appropriate, will be asked to include mention of the financial support in any publicity associated with their project or event.
- All organisations receiving grant-aid, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.

## 4. How does the application process work?

- Ordinarily the maximum amount that can be applied for is £500 although larger sums will be considered in special circumstances.
- Applicants can only apply once in any 12-month period.
- Application forms should be filled in in their entirety. If any requested information is not given the Council has the right to reject the application.
- Applications will be considered twice yearly at Full Council meetings in September and March; each request will be considered individually and will be treated on its own merits.
- The first availability of grants will be advertised in June and applications should be submitted by August (date specified on application form) for consideration at September's Full Council meeting.
- The second availability of grants will be advertised in December and applications should be submitted by February (date specified on application form) for consideration at March's Full Council meeting.
- Organisations will be told the outcome of their application by the Town Clerk within a week of the Full Council meeting at which it is discussed.
- Successful organisations will receive payment of their grant within 2 weeks of the Full Council meeting at which it is discussed.

This policy will be reviewed as necessary.