



OAKHAM TOWN COUNCIL

GRANT POLICY

Document Control	
Version Number	1
Adopted on	08-09-2021
Last Reviewed	11-04-2025
Review Date	11-04-2030

1. GENERAL STATEMENT

The purpose of any 'grant' or 'donation' (no differentiation is made) given by the Town Council is to support local community initiatives that are not, as a matter of course, funded by the Council.

The Council's annual budgeting process is completed in November/December and offers for the following financial year cannot be made until Council approves the budget estimates. Once this sum is spent, the Council will only consider emergency requests for assistance.

A grant is any payment or gift made by the Council to an organisation for a specific purpose.

The Local Government Act 1972 requires that grants (paid under Section 137) must be "in the interests of or will directly benefit the area or its inhabitants, or part of it, or of some of it" and "the direct benefit should be commensurate with expenditure".

2. CONDITIONS OF FUNDING

The organisation must be either non-profit making or established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with clearly written aims & objectives, a written constitution, membership rules and a bank account in its own name with two authorised representatives required to sign each cheque. The organisation may only make one application for a grant in a financial year.

Applications will NOT be considered from:

- a) Individuals.
- b) A political party.
- c) Organisations intending to support or oppose any political party or to discriminate on the grounds of race, religion or disability.
- d) Private organisations operating as a not for profit business.
- e) "Upward Funders" – i.e. where local groups forward funds raised to a central HQ for redistribution.
- f) Organisations with significant unrestricted reserves.

3. USE OR PURPOSE OF THE GRANT

The Grant's use or purpose must be to make Oakham better place to live in, work in or visit. It must benefit people who live in the Parish. The benefit could include, but is not limited to:

- a) Providing a service.
- b) Providing activities.
- c) Enhancing the quality of life.
- d) Improving the environment.
- e) Promoting Oakham in a positive way.

Applications WILL NOT be considered for:

- a) Projects which benefit single individuals or private business projects.
- b) Projects that are the prime statutory responsibility of other government bodies.
- c) Projects that simply replace existing facilities with no significant improvement.
- d) Projects that improve or benefit privately owned land or property.
- e) Projects that have already been completed or will have been by the time the grant is issued.
- f) Prize money.
- g) Day to day running costs of an organisation.

4. APPLICATION PROCEDURE

Organisations requesting assistance should submit: -

A completed application form which includes details of the project/activity; of the benefit to the community/of the number of beneficiaries.

Confirmation that it complies with its equality obligations.

A copy of Trading Account and Balance Sheet for last financial year OR for new initiatives, a Budget forecast.

A copy of their written constitution, together with details of their aims and purpose.

The Grant Aid Application Form can be obtained from Oakham Town Council.

5. ASSESSMENT PROCEDURE

A completed grant request must be received two weeks before a Town Council meeting for consideration at that meeting.

Each application will be assessed on its own merits. To ensure that there is a fair distribution of available funds, the Council will take into account the amount and frequency of any previous awards. Account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

No commitment to award grants in future years will be made.

Note: The Council may make the award subject to such additional conditions and requirements as it considers appropriate.

The organisation will receive notice of the outcome of their application within three weeks of the Council meeting.

6. THE GRANT

The grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant monies and any unspent portion of the grant must be returned to the Town Council by the end of the financial year following the year in which it was awarded.

An appropriate report must be submitted to the Town Council on completion of the project with and invitation to inspect the outcome of the project if applicable.

Receipts to demonstrate how the money has been spent maybe requested.

7. SUCCESSFUL GRANT APPLICATIONS

The grant will be paid by cheque. It must be acknowledged promptly by the organisation, stating the amount granted and acceptance of any additional conditions and requirements imposed.

Organisations are required to advise their users/members that a grant has been received.

Acknowledgment of Oakham Town Council's support should be made in any publicity, labelling or captions to do with the project.