



# WHITNASH TOWN COUNCIL

Franklin Road  
Whitnash  
Warwickshire  
CV31 2JH

Telephone and Fax: 01926 470394

## Town Clerk

Mrs J A Mason

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## **GRANT AID POLICY**

The Town Council has statutory powers to make funds available to local Whitnash organisations for the overall, benefit of the town and its residents (LGA 1972 s137). The Council will consider an application for grant aid from any local voluntary or charitable organisation where the group's activities can be seen to be of benefit to the town or the greater part thereof.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The grant may be in the form of either a financial grant or, in certain approved cases, the provision of work carried out by the Council's own staff and / or use of Council premises.

### **Application Process:**

1. Only applications made on the Whitnash Town Council Grant Aid Policy Application form will be considered. The form is available from the Town Council's office or website – [www.whitnashtowncouncil.gov.uk](http://www.whitnashtowncouncil.gov.uk)
2. **Signed certified / audited accounts** and all / any other relevant information must accompany the Grant Application Form. Attached Accounts summary to be completed as well confirming all funds agree to year end bank statements for all bank accounts.
3. Details of how the grant will be used will be required from each applicant.
4. The application will be considered by the Council's Finance and General Purposes Committee at the September meeting annually.
5. Applications must be received by the 31<sup>st</sup> August each year for consideration.
6. Cheques will be posted up to 14 days after the following Full Town Council meeting.

### **Conditions:**

Requests for grant aid will only be considered from the following categories: -

- A Whitnash based charity.
- An organisation serving the needs of the citizens of Whitnash.
- Citizen(s) of Whitnash requesting grant aid with a project / event, which will be for the benefit of the local community.
- A Whitnash based club, association, or charity organisation serving a specific section of the community or the community as a whole.
- An organisation / group, local or national which serves the needs of the town.
- A local branch of a national organisation / group which serves the needs of the citizens of Whitnash.
- Applications must be from a properly formed group, club, committee or charity which must show that the group has charitable / community aims and benefits the residents of Whitnash.

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- An organisation must be properly constituted and must operate on a not for profit basis.
- Organisations must have a constitution, bank account and Public Liability Insurance.
- Any group whose aims the Town Council considers to be working within a business or profit making remit cannot apply for funding.
- Grants will not be made to individuals.
- All grant applications must be for a specified project.
- Grants must be committed by the applicant within the financial year that they are granted and may not be utilized as any form of financial reserve and not supporting day to day running costs.
- Retrospective applications will not be considered.
- Projects that have already been completed *or items already purchased* will not be funded.
- An acknowledgement on receipt of the grant cheque is required.
- Whitnash Town Council reserve the right to request a copy of quotations, invoices or additional financial documentation in support of an application.
- Applications must be supported with the certified / audited accounts of the relevant organisation for a period of two financial years prior to the date of the application and reflect expenditure, income, assets and liabilities, reconciled bank accounts and year end bank statements together with funding obtained from other Public Bodies.
- Applications must be made in the name of the organisation to which the financial assistance will be granted.
- Applications must be made on the relevant Town Council application form and be supported by the appropriate documentation.
- Successful applicants will be expected to provide the Town Council with an assessment of the project once completed.
- Only one grant will be made to an organisation in any financial year.
- Whitnash Town Council reserves the right to recover the grant and or moveable equipment purchased with grant monies if the organisation ceases to exist, if the grant is not used for the purposes specified, or if the conditions of the grant are not complied with.
- The final decision on assessment of applications and the level of any award offered lies with Whitnash Town Council.

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## WHITNASH TOWN COUNCIL

### Grant Aid Application Form

Please complete all sections and use additional sheets if necessary.  
If you have any questions please contact the Town Clerk, on Tel/Fax:  
01926 470394 or e-mail: [town.clerk@whitnashtowncouncil.gov.uk](mailto:town.clerk@whitnashtowncouncil.gov.uk) .  
Post completed form to: Town Clerk, Whitnash Town Council, Franklin Road,  
Whitnash, Warwickshire, CV31 2JH. Applications may be emailed to the above  
address, please include accounts as a scanned attachment.

**The Council must receive applications by 31<sup>st</sup> August EACH year**

1. Name of Organisation	
2. Briefly describe your organisation	
3. Does your organisation have an agreed Constitution? <i>Please attach a copy</i>	
4. Designated Contact Name	
5. Address for Correspondence	
6. Phone number	
7. Email Address	
8. Name of Project	
9. Description of Project	
10. Amount of grant requested	
11. Describe what the money will be spent on	

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(please use a separate sheet if necessary)		
12. Names of people controlling the money (e.g. Treasurer / Secretary)		
13. Cheque payable to whom, if awarded		
14. Please give us your bank or building society account details	Account name:	
	Account number	
	Bank/Building Society Name	
	Sort code:	
	Branch address	
15. How will the project benefit the community of Whitnash?		
16. Please state how you consider that you meet the conditions of the Town Council's Grant Aid Policy.		
17. Have you applied to any other agency / Council for funding? If so, please give details.		
18. Please give dates and amounts of any grant received from Whitnash Town Council in the last 3 years		

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**Accounts Summary**

Opening Balance b/f previous financial year (include Dates)	
Total Income /Receipts (include Dates)	+
Total Expenditure (include Dates)	-
Closing Balance/ funds available @ financial year end (include dates)	_____ =====

**Bank Reconciliation financial year end**

Balance per the Bank Statement (include dates)	
Uncredited Lodgements	+
Unpresented Payments	-
Reconciled bank balance @ financial year end	_____ =====

**Signature by or on behalf of the organisation / applicant(s)**

We confirm the information given in this application is accurate and that the organisation undertakes to inform Whitnash Town Council of any changes in the organisation’s circumstances that would affect this application.

We confirm that any grant awarded by Whitnash Town Council will be spent only on the purpose for which it was given.

Signed.....  
Date.....  
Position in Organisation.....  
  
Signed.....  
Date.....  
Position in Organisation .....

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**Check list:**

Please confirm that you have enclosed the following with your application:

- Completed Grant Application Form
- Copies of your most recent signed certified / audited accounts / balance sheet for 2 years prior to the date of application
- Please confirm you have attached a copy of your constitution.
- Copy of the latest bank account
- Accounts summary
- Copy of Public Liability Insurance Certificate
- Signature by or on behalf of the organisation / applicants

**For Office Use:**

Date application received:	
All relevant documents provided:	
Grant Approved: Yes / No	
If no, g reason	
Date approved at Full Council meeting:	
Minute number:	
Cheque number:	

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