Marlborough Town Council

Grants Policy

1. Introduction

1.1 Marlborough Town Council has the power to provide grants under its General Power of Competence *(Localism Act 2011)*.

1.2 The Council is committed to supporting local voluntary and community groups working towards improving and enhancing Marlborough. At the discretion of the Council, grants are awarded to those community organisations applying for funds which contribute towards a shared vision for the town as set out in the Town Council's Strategy 2017-21. It follows that projects and activities must have a specific benefit to residents of Marlborough.

1.3 Marlborough Town Council budgets a sum of money every year for grants which are made available to organisations that address a demonstrable need for financial assistance. The Council acknowledges that some organisations, particularly new or smaller ones, may experience difficulty in completing the application requirements and help will be offered with the process.

1.4 Marlborough Town Council will:
- Publicise its grant opportunities widely throughout the town
- Review this policy and application process annually.

2. Criteria

2.1 Applications must be for projects that benefit the local community

2.2 An organisation may only submit one application for a grant in any one Financial Year

2.3 The organisation must be non-profit making

2.4 Grants are not made retrospectively for projects

2.5 The organisation must demonstrate a clear need for financial support and show how fund raising has taken place, if applicable

2.6 Organisations will need to provide a constitution or organisational rules

2.7 Organisations applying will need to provide a set of audited accounts for the previous Financial Year and any other financial information as requested by the Town Clerk. Organisations just starting up must submit basic financial information (e.g. a bank statement)

2.8   The Council may ask for further information or estimates from contractors for work to be undertaken

2.9   All grant funding must be claimed by successful applicants before 31st March and any unused monies not used for the purpose intended should be returned to the Town Council

2.10   Applicants must acknowledge Marlborough Town Council's financial support in any publicity or printed material

2.11   A report must be made about how the grant has been used by the end of the Financial Year for production at the Annual Town Meeting. Failure to do this may jeopardise future grant applications

2.12   Grants may be considered for award to individuals only in exceptional cases

2.13   The Town Council will not consider grant applications for:
        a) Political or religious activities
        b) Statutory bodies to fund core services
        c) A private profit making/commercial organisation
        d) Running costs - e.g. rent, rates, electricity, etc.
        e) Projects that have already started (i.e. retrospectively)
        f) Projects which could reasonably be expected to secure finance by other means

3. Application process

3.1   All applicants will be required to complete an application form and return it to the Council Offices. Electronic applications are also accepted and both this policy and the application form are available on the Town Council's website at www.marlborough-tc.gov.uk

3.2   The Finance and Policy Committee will consider all grant applications at its scheduled meetings (Dates of meetings are available from the Town Council's website at www.marlborough-tc.gov.uk)

3.3   Subject to funds being available, applications will be invited throughout the year.

3.4   Deadlines for applications will normally be two weeks ahead of the meeting date.

3.5   All applicants will be contacted within two weeks of the Finance and Policy Committee's decision.

3.6   For further information about the application process or details of other local grant awarding bodies, please contact the Town Council Offices, 5 high Street, Marlborough, Wilts, SN8 1AA. Telephone: 01672 512487 or at enquiries@marlborough-tc.gov.uk.

This document is available in larger text on request

Policy adopted by Full Town Council on 25th June 2018