

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) and section 137 of the Local Government Act 1972.
- 1.2. The Council is committed to supporting local voluntary and community groups working towards improving and enhancing Marlborough in line with the Council's priorities and that 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 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 every three years

2. Criteria

- 2.1. Applications must be for defined 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 completed projects
- 2.5. The organisation must demonstrate a clear need for financial support and typically show how fundraising has taken place
- 2.6. Organisations will need to provide evidence of a constitution or terms of reference and hold a bank account specific to the applying organisation or community group

(or be able to demonstrate they are support by an organisation who will 'host' the award funds)

- 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 31 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 to the Council within 12 months of the award. Failure to do this may jeopardise future grant applications
- 2.12. 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) Existing Running costs - e.g., rent, rates, electricity, etc.
 - e) Projects that have already been completed
 - 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. Applicants will be required to attend the relevant Finance and Policy Committee meeting at which their application is to be considered to answer any questions, or provide points of clarification

- 3.3. 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)
- 3.4. Subject to funds being available, applications will be invited throughout the year
- 3.5. Deadlines for applications will normally be three weeks ahead of the meeting date
- 3.6. All applicants will be contacted within two weeks of the Finance and Policy Committee's decision
- 3.7. 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.

4. Review Procedure

Reviewed by Finance and Policy Committee 30 October 2023

Adopted by Full Council on 22 January 2024

This document will be reviewed every three years

This document is available in larger text on request