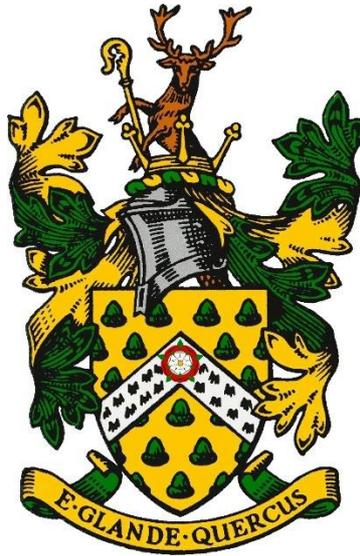


# WOKINGHAM TOWN COUNCIL



## MAIN GRANT SCHEME POLICY

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# Overview

## Introduction

Wokingham Town Council (WTC) supports local organisations through the annual allocation of grants, the recipients of which are selected following an on-line application process.

The Finance and Personnel Committee consider all applications and award grants to those organisations which demonstrate that their funding will best support the Town Council's vision:

## Our Vision

Wokingham Town Council's vision is to embrace our past, celebrate our present and build for our future.

The town council has four key principles and priorities that drive the work of the council:

### **Being sustainable**

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

### **Involving everyone**

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

### **Fostering Town Pride**

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

### **Enriching community**

Creating and supporting opportunities to bring our community together and help it to thrive.

The Council agrees an annual budget for its awards which will not normally exceed 10% of its annual precept. In addition, under normal circumstances, it is unlikely to consider allocations in excess of £15K for any single grant.

In awarding funding, the council seeks to ensure that there is proportionality in relation to any awards i.e. the allocation of funding is proportionate to the number of residents benefitting from the award.

## Allocation Process

WTC is seeking to work with non-commercial organisations who can demonstrate a good track record of effective delivery and fund-raising. The process is not open to individuals who may

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benefit on an individual basis. The Council is increasingly expecting to match fund rather than fully fund all activity.

Research demonstrates that a small allocation of funding against large projects is unlikely to bring about the desired impact. WTC is mindful of this and is unlikely to offer a small grant against a large project if other sources of funding cannot be readily identified. Rather it will consider funding the total project or most likely work to a match funding approach where money will only be released when the organisation can demonstrate it has raised an equivalent amount of funding.

WTC divides its grant funding in two ways:

**1. Partner Grants** – i.e. organisations that the Town Council would like to partner with to provide services that enhance Wokingham Town for all current and future residents.

- No more than 60% of the grants budget will be allocated to Partner grants.
- Normally Partners will receive security of funding for the remaining term of any council.
- Potential new Partners will be considered on an individual basis.
- An agreement is put in place which determines clear objectives and outcomes from the service which can be measured and reported against.
- Partners will not need to make an annual application but will be required to report to Council to demonstrate the impact of their work and account for grant spending

**2. All other applicants** i.e. organisations that request support for their activities and see WTC as a potential funding stream. These applicants are considered on an annual basis and grant funding may be for a single project only, in any given year.

These charities or community organisations need to clearly demonstrate how their work aligns to the vision of the Council

Applications made in consecutive years from any applicant will be scrutinised carefully to ensure that the organisation is offering value to the town and is in need of funds.

## Reporting Process

Partners and organisations in receipt of £7.5K<sup>1</sup> or above:

- A designated Councillor will be attached to the organisation for monitoring and liaison purposes and attend any relevant meetings in agreement with the organisation e.g. trustee board meetings.
- This representative will have no role in the management or running of the organisation to ensure no conflict of interest. Appendix 2
- Will be expected to submit a short report, at the end of the year demonstrating the impact of their work. All reports will include such aspects as:
  - Allocated funding
  - Costed spend

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<sup>1</sup> The council reserves the right to require a representative for any grant between £5,000 and £7,500

- Outline and impact of activity
- A copy of their financial accounts

## Timescales

- Applications for funding are invited in July via an online application process only. See Appendix 1.
- Finance & Personnel decision is in October / November.
- Organisations are notified in late November for payment of the grant in the following financial year.

Any urgent requests for immediate funding outside of this timescale would be for exceptional circumstances only and the same criteria applied i.e. via an online application form.

## Criteria for applications

Applications will only be accepted from organisations such as voluntary bodies and charities, (or individuals applying with authority on their behalf), which operate within the Town Council's boundary and provide direct benefit to all or some of its inhabitants. Please see the map of the town area shown under 'information about the town'.

The Town Council cannot guarantee a grant to any organisation and will review each and every application, which is judged on its merits.

Applications from individuals will not be considered if the benefit is personal and will only be considered if they will bring clear and positive benefit(s) to the town community. The Committee will carefully scrutinise individual applications.

- A grant cannot be given for political purposes.
- A grant cannot be given just to promote publicity.
- A grant from a parish/town council cannot be given to contribute to a charity or public service body operating overseas, or to a fund established to assist people outside the UK.
- Schools are excluded from applying for curriculum activities, Parent Teacher Associations may apply for other activities

All voluntary bodies, charities or any organisation, which are seeking assistance, must supply a set of accounts for the previous year's activity. Those applying for an amount in excess of £1,000 must submit a written report plus an annual report or set of accounts within 12 months of receipt of a grant.

Council also has the right to ask recipients of grants, irrespective of the amount, for a statement on how the money is being spent and can also ask for financial information prior to actually giving a grant.

Applicants should be aware that the Town Council will determine its total budget for grants on an annual basis.



## Grant scoring

For grant applications received, the council will use the following scoring matrix as a guide to review and allocate funding for grants. Each grant application received for the main grant scheme will be scored against the following key criteria:

### Eligibility / meeting legislative requirements:

				Response
(a)	Does the grant benefit the town area (the 8 wards of Wokingham Town), or all or some of the inhabitants of Wokingham Town?	Yes	Continue to question (b)	
		No	Fails to meet legislative requirements. No grant given.	
(b)	Is the size of the grant requested proportionate to the benefit that can be achieved by the project / proposal?	Yes	Continue to question (d)	
		No	Continue to question (c)	
(c)	Could the project or proposal still be delivered or deliver sufficient benefit with a smaller grant sum?	Yes	Continue to question (d) with a revised sum recommended	
		No	No grant given	
(d)	Is the organisation sufficiently well established to be able to demonstrate capability in delivering this project?	Yes	Continue to the scoring sheet below	
		No	No grant given or proceed with caution	
(e)	Has the applicant provided all the additional documentation requested?	Yes	Continue to the scoring sheet below	
		No	Follow up or proceed with caution	

### Review of grant application:

				Score
1	Does the application have a clearly set out objective and clearly defined project or proposal?	Yes = 2	No = 0	
2	How many WTC priorities are being met or supported by the project?	1 point per priority (max 4 points)		
		<b>Being sustainable</b>		
		Does the project improve the local environment or support environmental or financial sustainability?		
		<b>Involving everyone</b>		
		Does the project have a wide appeal or broaden opportunities		

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		to groups or communities with specific needs?		
		<b>Fostering town pride</b>		
		Does the project improve a key area within Wokingham or show Wokingham in a positive light?		
		<b>Enriching community</b>		
		Does the project provide opportunities for the community to come together or promote community cohesion?		
3	Does the application demonstrate funding from other sources or self-generated fundraising?  <i>Score of 1 for applying for other grants, score of 2 for grants and/or self-generated fundraising</i>	Yes = 1 or 2	No = 0	
4	Will the project be of benefit to anyone who wishes to engage or are there barriers (participation costs, membership etc)	There are no barriers = 2	Yes, there are barriers = 0	
5	Does the application demonstrate measurable outcomes for the project?	Yes = 2	No = 0	
6	Is there a legacy of benefit, beyond the initial life of this project?	Yes = 2	No = 0	
<b>Total project score</b>				/ 14

**Financial information:**

				Score
1	Has the organisation provided sufficient financial information to support its proposal?	Yes = 2	No = 0	
2	Does the organisation support and encourage volunteering?	Yes = 2	No = 0	
3	Does the organisation have available funds that could cover the full cost of the project?	No = 2	Yes = 0	

<b>Total organisation score</b>	/ 6
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**Personal recommendation:**

1	How would you personally score this grant request, based on all the information provided in the application, as well as any personal experience or knowledge you have of the organisation and the work they do?	5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor 0 = None	
<b>Total personal recommendation score</b>			/ 5

Total score

/25

**Grant scoring information for councillors:**

Please review each grant allocated to you and use the above score sheet to determine the eligibility of the grant and the its score.

If you feel the criteria has not been fully met, please do consider allocating a score of 1 rather than 2, if this is more appropriate.

## Help and support

Queries and questions about the council’s main grant scheme should be directed to the Town Clerk via email ([townclerk@wokingham-tc.gov.uk](mailto:townclerk@wokingham-tc.gov.uk)) or the Finance Manager / RFO via email ([rfo@wokingham-tc.gov.uk](mailto:rfo@wokingham-tc.gov.uk))