

## **Woodley Town Council**

### **ANNUAL GRANTS - GUIDELINES AND CRITERIA**

Applications will be accepted from fully constituted 'not for profit' organisations based in Woodley or to organisations that are open to membership from Woodley residents and have people from Woodley in membership or benefiting from the organisation.

Applications can be made for a contribution towards annual running costs or specific projects.

Preference will be given to organisations that can demonstrate that they are active within Woodley, providing a service to Woodley residents.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide monitoring information to the Council on how the grant funding has been spent and/or the usage of the service/activity being provide to Woodley residents
- acknowledge the grant aid from Woodley Town Council in its publicity and promotional activities
- be asked to provide evidence of having appropriate insurance cover for public liability purposes
- provide proof of purchase of a specific item to be funded, if required to do so

Failure to provide this information may impact on any future applications.

Applications can be made by filling in an Annual Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk). The form must be completed in black ink, written or typed.

A copy of the organisation's constitution/memorandum of articles and the latest copy of audited or examined annual accounts must be submitted with the application form.

Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ, or by email to [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk), by 15 November.

Annual grant applications will be considered by the Community Services Committee as part of the budget setting process for the forthcoming financial year and will form part of the budget proposals to be considered in February each year. Any grant included in the draft budget proposals will only be confirmed if it is included in the budget finally approved by Full Council.

All applicants for an annual grant will be contacted and informed of the outcome of their application once the Council has approved the budget for the forthcoming year. Where the Community Services Committee has not included an application for funds in its draft budget proposals to the Full Council, applicants will be informed that they have not been successful, and the reasons for this, when the agenda for the February Full Council meeting is published.

The 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 payment of grants will normally be made in two equal amounts, in May and October.

Approved 17/4/12