



## **GRANT AWARDING POLICY & TERMS OF REFERENCE**

**(2020-21)**

**Overarching this policy is the Town Council vision for Fairford as set out in the Community Plan, July 2014.**

“Fairford will continue to be a working community that recognizes the distinctiveness of the people who live, work in or visit the area. Fairford Community Plan aims to conserve Fairford’s attractive environment and heritage while providing jobs, accessibility and facilities for all.”

To facilitate the Vision the Council has identified three key aims:

1. To maintain and manage the town in accordance with the wishes of residents and so ensure it remains an attractive place to live and work.
2. To protect the town from any unwanted or unsustainable form and scale of development which may damage its heritage and historical significance and features, wildlife and green environment
3. To take an active part in determining how the town should develop and ensure that there are appropriate community facilities and services

**Policy Statement:** Fairford Town Council is committed to investing in the thriving nature of this town and recognises the value of community groups and voluntary organisations that provide services that are vital for members of our community.

### **General Policy statements:**

1. Unless otherwise specified, all applicants must submit an up to date set of accounts.
2. Unless otherwise specified, applications for goods or services of over £500 must include three quotes.
3. The total amount awarded in one year will not exceed the funds held by the Council or cause the Council financial difficulties.
4. Grants will only be awarded to groups and organisations that offer direct benefit to residents or visitors of Fairford.
5. Ad hoc applications may be considered throughout the year and awarded by agreement at Full Council.
6. Grants may not always be granted if the Council does not feel that the request is appropriate or complies with the criteria set down. This policy is part of the 3<sup>rd</sup> aim.

The Council has a grant awarding scheme: **Small grants (End of Year)**. The scheme has its own terms of reference.

### **Small Grants – Terms of Reference**

#### **Who is eligible to apply?**

- The group must be volunteer run.
- The group should be based in Fairford or primarily benefit Fairford residents.

#### **What will grants be awarded for?**

- Equipment
- Activities
- General running costs

#### **What is the maximum that can be applied for?**

- The maximum awarded to any one group will be up to £500.

#### **How to apply?**

- Applications will be accepted using the application form and should be emailed to [clerks@fairfordtowncouncil.gov.uk](mailto:clerks@fairfordtowncouncil.gov.uk) or delivered to the Council Offices.
- Applications should include:
  - Group name and contact details.
  - Aims and objectives of the group.
  - Reason for the request.
  - Total amount requested.
  - How the money will be used.
  - Recent copy of your accounts.
  - Bank details for the payment of the grant, if successful.
- Applications must be submitted one week before the penultimate finance meeting of the financial year.

If your application is successful, evidence that the grant has been used as per the application, will be required to be submitted to the Town Council within 3 months of the award.

#### **How will the applications be processed?**

- Applications will be considered by the Finance Committee.
- A recommendation will be considered at Full Council.
- Successful applicants will be notified.

**Grants are to be awarded subject to the appropriate criteria being met, and the merits of each individual application. This should apply even when there is only a single or limited number of applications.**

**Approved.....Full Council Meeting – 10<sup>th</sup> November 2020**

**Chairman.....**