



# Wilton Town Council Community Grants Policy

Adopted by Wilton Town Council January 2017 and reviewed 3<sup>rd</sup> August 2021

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Reviewed January 2023

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Review date; January 2027

## **1. General**

- 1.1. Wilton Town Council makes grants to organisations working for the benefit of the community in Wilton.
- 1.2. Grants are made out of money provided by the council tax payers of Wilton and accordingly the Town Council has a responsibility to satisfy itself that grants will provide benefit to the local community.
- 1.3. This policy sets out the requirements that must be satisfied before grant applications will be considered.

## **2. Who may apply?**

- 2.1. Registered or non-registered charities and community groups operating within the parish of Wilton who have the following:

- a) A bank account with at least two unrelated signatories
- b) An independent management group based in Wilton
- c) A constitution
- d) Less than 12 months running costs in unrestricted reserves
- e) If relevant to the application, a Child Protection Policy (under 18 years) or Vulnerable People Policy (over 18 years) and procedures

- 2.2. Social enterprises (including Community Interest Companies) can apply providing they:

- a) have a social purpose and are owned and run by their communities
- b) are limited by guarantee
- c) have at least three unconnected Directors, the majority of whom are not paid
- d) have an asset lock clause that ensures funds and assets are transferred to a body with charitable objects on closure of the CIC

- 2.3. Newly formed groups may apply for start-up funding, provided they:

- a) A bank account with at least two unrelated signatories
- b) An independent management group based in Wilton
- c) have a social purpose and are run by their communities

## **3. Who may not apply?**

- 3.1. The Council will not normally award grants to the following organisations and projects:

- a) Groups with more than 12 months running costs in unrestricted reserves
- b) Statutory organisations including schools, academies, area boards, NHS Trusts, etc
- c) Projects taking place outside Wilton
- d) Projects due to start more than 6 months after the grant is awarded
- e) General large fund raising appeals
- f) Capital projects costing more than £5000 unless most of the cost is already secured
- g) The advancement of religion
- h) Party political activities

#### **4. Applying for a grant**

- 4.1. Grant awards will not normally exceed £500.
- 4.2. Grant applications must be made on the Wilton Town Council official online application form.
- 4.3. Applicants must set out how the community in Wilton will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.
- 4.4. Applicants must set out any other funding they have been awarded or have applied for.
- 4.5. Where the Town Council is being asked to be the sole funder the applicant must explain the reason for this.
- 4.6. Applicants must make available upon request, a copy of the organisation's most recent accounts and bank statements.
- 4.7. An organisation which has not previously applied to the Town Council must submit a copy of its constitution.

#### **5. After the grant has been awarded**

- 5.1. Grant recipients must acknowledge the support of Wilton Town Council in any press releases, promotional materials or advertising that incorporates the Council's logo.
- 5.2. Within 6 months of the grant award Grant recipients must submit a detailed report (showing receipts and payments) explaining how the funding has been used and the benefit delivered to the community.
- 5.3. Grant recipients may be invited to attend a meeting of the Council to talk about the project.