

Grants Policy – effective 1 April 2017

Henley Town Council awards grants or other financial assistance to many organisations that offer support or provide facilities to people in the Henley area.

Our Grants page on the website gives further details and contains links to the relevant application forms:

<http://www.henleytowncouncil.gov.uk/Grants.aspx>

All successful applicants must include the Council's 'supported by' logo on their publicity material and website:



If your organisation would like to apply for grant funding the following rules apply:

- a) **For grant applications for amounts up to and including £2,500** please complete the Community Grant Application Form, see our 'Grants' website page under Council Services. Please note that:
 - Grants are considered at the Finance Strategy & Management meetings in September and February/March each year. Successful applicants will be paid the approved grant amount shortly after the relevant meeting.
 - The total available for Community Grants is normally £5,000 at each of the meetings.
 - Applications from locally based organisations are given priority over national organisations.
 - Items for a one-off project or event, or for capital expenditure, are favoured against applications towards running costs.
 - The Council favours applicants that have already applied to South Oxfordshire District Council for match funding from their Capital Fund.
 - Retrospective applications for expenditure will not be considered.

For further information or to check the cut-off date for the next relevant Committee meeting please contact Mrs Caroline Adamson
c.adamson@henleytowncouncil.gov.uk 01491 630072.

- b) **For grant applications for amounts between £2,501 and £100,000** please complete the Larger Grants Application Form, see our 'Grants' website page under Council Services. Please note that:
- Application forms should be submitted to the September Finance Strategy & Management Committee meeting for payment not before the following 1st April.
 - Such applications should be for capital/infrastructure expenditure and include written quotes dated within the previous 12 months.
 - The Council favours applicants that have already applied to other funds, including South Oxfordshire District Council for match funding from their Capital Fund if available.
 - The Council reserves the right under certain circumstances to impose a legal charge over the asset being financed, where an application is for over £10,000 for which the legal fees would be payable by the applicant. The charge would be called should the organisation cease to exist or cease to provide the facilities for which the funding was originally sought within a prescribed period.
 - The grant form should be accompanied by signed accounts for the past two years, a business plan and cash flow, an organisational chart and minutes showing that the expenditure has been approved. The business plan should be for 2 years for grant applications up to and including £10,000 and for 5 years for applications for £10,001 or more.
 - Any grant is repayable in full if proof of the expenditure is not submitted within six months (or other period if agreed by Full Council) of the payment of the grant.

Grants in excess of £100,000

For further information or to check the cut-off date for the next relevant Committee meeting please contact Mrs Caroline Adamson
c.adamson@henleytowncouncil.gov.uk 01491 630072.

- c) **To apply for an annual grant for up to three years**, an organisation will be required to make a presentation to the September Finance Strategy & Management Committee meeting for consideration, to commence the term of the grant from the following 1st April. The presentation should include:
- A business case for the funds requested,
 - Signed accounts for the past 2 years,
 - Details of how the funding would improve the services the organisation could offer for the greater good of the local community.

If successful the applicant should prepare a short presentation to the Finance Strategy & Management Committee on each anniversary of

the award of the grant indicating the continued benefit the grant has for their organisation.

This process should be repeated where an organisation requests continued support from the Council once the (up to) three year term has come to an end.

For further information or to check the cut-off date for the next relevant Committee meeting please contact Mrs Caroline Adamson
c.adamson@henleytowncouncil.gov.uk 01491 630072.