



HALTWHISTLE TOWN COUNCIL

Grant awarding policy and procedure

Introduction to Policy

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

Policy

The Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment,
- Promoting the town of Haltwhistle in a positive way.

The Town Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive, and may be added to at the council's discretion.

Ongoing commitments to award grants will not be made. A fresh application will be required for each grant. This will be at the discretion of the council. Grants will not be made retrospectively. Application forms can be found on the council website or applied to the clerk.

Town Clerk: Mrs Susan Saunders

Scotchcoulthard, Haltwhistle, Northumberland, NE49 9NH

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Application Procedure

Organisations requesting financial assistance are required to apply using the application form (paper or email) to the Clerk at least two weeks before the meeting at which they wish their application to be considered. Town Council meetings are generally on the first Monday of the month or second if it is a Bank Holiday. The Council cannot guarantee to consider the grant at a particular meeting. Determination may be held over to a subsequent meeting if there is insufficient time to consider the request or if further information or clarification is sought from the applicant

The application should include specific details of what the grant is to be used for. If equipment is to be purchased there should be an indication of why a specific supplier has been chosen and if work is to be undertaken quotes should be obtained from more than one contractor, although it is not necessary that the cheapest is chosen. Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. The Town Council requests that all grant recipients report back to the Council as to progress and/or community benefit.

Assessment Procedure

Each application will be assessed on its own merits.

The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Council. The Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Haltwhistle Town Council. Where appropriate, the Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Council requires that it be maintained appropriately at the expense of the user.

This policy was approved on Monday 4th February 2019, Min Ref: 35/19.04

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