

WILMSLOW TOWN COUNCIL

CRITERIA FOR ISSUING GENERAL GRANTS AND DONATIONS

- i. That the Town Council has the Statutory Power to incur expenditure for the purpose indicated.
- ii. Organisations requesting donations must submit a copy of their audited accounts for the last 12 months or, failing that, their most recent accounts or financial summary.
- iii. Organisations which have only recently been set up and do not have audited accounts should not be discouraged from applying but should provide a financial summary and details of the proposed project budget instead.
- iv. Except in exceptional circumstances, requests will only be considered from local organisations or local branches of national organisations where evidence of local involvement can be provided.
- v. That the organisations applying should identify the specific use for the donation and the residents who would benefit from the donation.
- vi. That in the case of sponsorship, the event is promoted as being sponsored by Wilmslow Town Council in all press releases, printed publicity and social media posts.
- vii. All organisations agree to participate in publicity, including photographs, regarding the awarding of the grant and agree to the publication of publicity.
- viii. That the Organisation commit to spend the grant only on items as detailed in the application and that the organisation agrees to provide a written or verbal update on the project at completion or six months after the award is made, whichever is sooner, and If copies of invoices and receipts are requested then these should be provided at this time. Any unspent grant must be returned promptly to the Town Council.

Additional notes

- Grants will be considered by the Town Council on a quarterly basis;
- Grants will only be awarded up to £2,000 in most instances, but consideration will be given to larger requests which demonstrate significant community benefit
- the grant considered usually provides no more than 50% of the overall project costs;
- applicants are encouraged to attend a meeting of the Finance Committee to provide any additional information, the Finance Committee will make a recommendation directly to the Town Council.
- Organisations will be defined as Community Groups, Public Bodies and Businesses which can clearly demonstrate significant community benefit.
- Applications from individuals cannot be considered.
- All Councillors are made aware of all grant applications prior to being considered by the Finance Committee
- The Town Council can make an award to cover more than one year in circumstances where the same organisation makes an application on an annual basis however there will be no commitment beyond the existing Town Council's term of office.

Please note: completed application forms, together with any supporting information, will be made available to view on Wilmslow Town Council's website, subject to personal information being redacted. Please refer to Wilmslow Town Council's General Privacy Notice for further information.