



GRANT AWARDS (Section 137 Expenditure)

Each year, Wareham Town Council makes a limited sum available to help support local community and voluntary organisations. The Council wishes to see such organisations flourish and develop in the Town and grant assistance in the form of donations helps to achieve this objective.

Donations are given under the authority of the Local Government Act 1972 S137 (up to the currently published limit per year per elector on the electoral roll on 1st April): 'A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interest of and will bring direct benefit to, their area or any part of it or all or some of its inhabitants'. The powers of an existing statute must be used, however, if there are any.

All expenditure must be authorised in advance by resolution of the Policy, Resources and Finance Committee. This committee will normally meet to consider donations at a Spring and Autumn meeting (usually June and November).

Eligibility

All applications for grants will be considered on their merits; grants will not be made, however, to the following:

- commercial concerns and profit-making organisations.
- organisations situated outside the area administered by Wareham Town Council unless a clear benefit to the inhabitants of the Town can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- organisations established for political purposes.
- organisations that are socially exclusive i.e. where there are unreasonable restrictions on membership inconsistent with equal opportunities.
- where the aims and objectives of the organisation are inconsistent with the values of Wareham Town Council as set out in its current Mission Statement (see attached Mission Statement).

Conditions of Awards

- All applications must be submitted in writing using the Town Council's application form available in the Administration Office or downloadable from the Council's website.
- The specific reason for the grant should be specified.
- A copy of the organisation's latest audited accounts and balance sheet must accompany the application

- In the case of smaller organisations, a recent income and expenditure statement may be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors.
- Applications for donations of over £1,000.00 will only be considered in exceptional circumstances. Grants over £1,000 will only be made where an acceptable business plan has been prepared and forwarded with the application. The plan must set out how the organisation intends funding its activities over the next three years or, for a one-off event, how it will fund the event itself.
- Applicants may send any other relevant information along with their completed application form.
- All applications received will be acknowledged by the Town Council's Finance Administrator or other member of staff within 10 working days of receipt.
- Successful applicants must acknowledge the receipt of grant assistance on the organisation's letter headed paper within 10 working days.
- Grant applicants who have received over £500 will be required to provide a written report to the Town Council within six months of receiving a grant award, explaining how the grant has been used.
- In certain circumstances, the Council may wish to give a letter of authority indicating the award made and its purpose. This will enable the goods/services to be ordered. A cheque in the sum of the award will be released upon production of an original invoice for the goods/services. Alternatively, organisations may make arrangements for the Town Council to be invoiced direct.
- If it transpires that the grant cannot be used for the stated purpose the grant should be returned to Wareham Town Council.
- If all the grant monies are not expended the residue should be returned to Wareham Town Council.
- Wareham Town Council would expect to be acknowledged in any media reports of the grant assisted event.
- Any profits made directly from a Wareham Town Council grant would not be expected to be donated to a third party without specific prior authority from the Town Council.
- These arrangements will not apply where assistance is given towards running costs.