



NEWBURY Town Council

Grants Process

(From Standing Orders)

30.5 Grants Sub-Committee

Membership: 6 Councillors

Quorum: 3 Councillors

Four named substitutes

A Sub-Committee of the Policy and Resources Committee, the Grants Sub-Committee is responsible for the award of financial support to organisations subject to legislation, such as Sections 133, 137 and 145 of the Local Government Act 1972 or Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

This is referred to hereafter as '**grant aid**' and is to be awarded in accordance with the criteria approved by the Council.

The Council is also a funding body on the Find me A Grant Scheme run by Greenham Common Trust and administers its Grants Scheme via the "findmeagrants" web portal.

Applications may be made at any time but will next be considered at a time publicised by the Town Council. The Committee will consider all valid applications created on the "findmeagrants" web portal between the last closing date for applications and the new closing date. The dates will appear on the FMAG web portal. No application will be considered twice. Applications must meet the Newbury Town Council Grant Aid Criteria published on "findmeagrants" web portal.

(a) The Sub-Committee normally meets twice a year, in summer and winter each year. After grants have been awarded a press release will be issued and letters sent to successful applicants. The summer meeting will have the full grant aid budget available and thus the scheduled winter meeting will only take place if the complete budget is not allocated.

(b) Grant Aid is to be allocated on merit regardless of whether it is for a capital project or not. The allocated money is not to be split between capital and small grants.

(c) Grant aid will be advertised in the local press and to arts and leisure organisations via the Council's web site www.newbury.gov.uk and on www.findmeagrants.org

(d) In all cases the selection process will be based on a two part approach, i.e. the first part will convene in public and receive presentations if required from qualified applicants to support their applications. The purpose of this is to 'receive and consider' applications which meet the Council's criteria.

(e) Where necessary, the Committee may resolve to convene in 'Part 2 / confidential mode' (See Standing Order 13) in order to consider confidential information relating to the applicants. Sub-Committee members will have the option of studying applications and supporting material, such as accounts and other financial information, between the first and second parts. If agreed, the two parts can be combined into one meeting, or treated as two separate meetings

30.6 **Donations, Grants and Contributions to Third parties and Outside Bodies**

30.6.1 Any proposal to donate to a third-party organisation, for each of one or several years, shall require a written presentation to the Council by that organisation followed by a resolution by the Council. The resolution shall specify the sum to be donated and its purpose, and shall apply for only one year unless otherwise stated. The Council may request further information and may direct that the presentation is heard by a particular Committee or Sub-Committee. Alternatively, the Council shall be at liberty to refuse to receive such a presentation.

30.6.2 In the case that the Council has approved a donation to a third-party organisation for more than one year, that organisation shall be invited to make a presentation to the Council towards the end of each year, which shall be subject to a resolution of approval by the Council. Should that invitation not be accepted, or the presentation not be approved, no further donation shall be made to that organisation without a further resolution by the Council under Standing Order 30.6.1.