



# Chipping Norton Town Council

## Community Grants Terms & Conditions

At Chipping Norton Town Council (CNTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind
- A progressive, accessible and inclusive town where everyone is valued
- A healthy, happy, town which is well-maintained and clean
- A thriving local economy and a strong and caring local community
- A town that allows and encourages people to take pride in, and ownership of, communal spaces, facilities and ideas
- A town that is proud of its heritage whilst being imaginative about its future

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an CNTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £2,000 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- And direct positive impact for Chipping Norton residents.

Applications that will fit the desired outcomes of the funding and support CNTC's ambitions above, will be assessed by the Finance and Resources Committee. Grant requests will be considered biannually at the following meetings:

- Monday July 17<sup>th</sup> 2023
- Monday 5<sup>th</sup> February 2024

All applications will need to be submitted at least 14 days prior to the meeting.

Grants awarded by CNTC are public money, collected as part of the precept and we are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

### 1) Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Chipping Norton Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.



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### 2) Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Chipping Norton Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be return

### 3) Publicity Requirements

- Chipping Norton Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Chipping Norton Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

### 4) Other Terms & Conditions

- a) Grant applications will only be considered where
  - The project or activity directly benefits residents within the parish boundaries of Chipping Norton.
  - The project is not funded by any other means by CNTC.
- b) There is clear evidence of need for the project
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form
- i) The applicant must abide by all relevant laws and regulations. Chipping Norton Town Council reserves the right to request sight of the organisation's policies
- j) The Council will usually only consider one grant per organisation per municipal year (May-April) unless there are extraordinary circumstances and/or there is sufficient funds available after considering first time applications.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Chipping Norton Town Council into disrepute, action will be taken and the grant terminated

If you could like to apply for a grant please complete the Community Grants application form which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants). If you would like any support in completing the application please contact us – [deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)