

Grant Policy

1. Introduction

Bradford on Avon Town Council became the sole trustee of the Colonel William Llewellen Palmer Educational Charity (CWLPEC) in August 2017.

The charity was established from the sale of land at Sladesbrook, Bradford on Avon, Wiltshire. It was confirmed as operative by the Charity Commission on 11 June 1992.

The land sold was part of an area of land that was the subject of a bequest to Wiltshire County Council by Colonel William Llewellen Palmer in 1931. The charity retains ownership of the remaining land at a site 1 mile to the north of the town centre which constitutes a recreation ground and allotments.

2. The Aim of the Policy

The policy is intended to set out how the charity administers the grants making process, to provide clarity and guidance for both the trustee and applicants.

3. Charity Objectives

In the spirit of Colonel Llewellen Palmer's original bequest, the charity is for the benefit of children and young person's up to the age of 25 attending, or who have attended, schools in Bradford on Avon, and for the provision of recreational facilities for the same age group in the town.

CWLPEC invites grant applications, which must meet the charity objectives.

- I. To promote the education of children and young persons attending schools maintained by the LEA and grant maintained schools in Bradford on Avon.
- II. To promote the education of children and young persons under the age of 25 who have attended such schools or who are resident in Bradford on Avon and who are in need of financial assistance.
- III. Towards providing facilities in the interest of social welfare for the recreation and other leisure time occupation of children and young persons under the age

of 25 resident in Bradford on Avon with the object of improving their conditions of life.

Applications can be made by individuals or groups/organisations, please fill in all applicable information.

All applications must meet at least one of the charity objectives. The charity's funds are limited and therefore, even if your application meets the terms of the charity there is no guarantee the award will be approved.

4. Conditions

Grants will be awarded based on the merit of the project and the meeting of the charities' objectives. Applicants must clearly show how any assistance given will benefit children and young people up to the age of 25 attending, or who have attended schools in Bradford on Avon

There is no restriction on whether the funds are used for capital or revenue projects, any amount not used **MUST** be repaid in full.

All grants will be subject to funding being available and the commitment of the applicant to provide an end of project evaluation report covering the outcomes from the project.

The grant cannot be used as a general contribution towards administration or overhead costs, it must be for a specific cost/purpose. Organisations should not make a presumption that funding will continue on a year to year basis.

Applications are invited throughout the year and all applicants must complete an application form.

All projects must acknowledge the CWLPEC financial contribution in all marketing material.

No grants will be awarded for the costs of general routine maintenance of buildings and equipment or where spending has taken place prior to approval.

Grants cannot be used to contribute to a surplus for charitable distribution or to increase an organisations reserve.

Grants will not be awarded to organisations to pass on to third parties.

5. Process

All applications will be considered by town council officers to ensure they are complete and meet the charity requirements. The applications are then submitted to a review panel, consisting of town council elected members, officers, and representatives from the Bradford on Avon Area Board to ensure that they are not duplicate of other grants and that the charity is the correct body for the grant (the application could be forwarded to another body).

The review panel then makes a recommendation to the Trustee for final decision.

The Trustees' decision is final.