



The Friends of Trowbridge Bandstand

Grants and Disbursements Policy

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Table of Contents

1 Document Control	2
1.1 Document Status.....	2
1.2 Document Revision History	2
2 Document Purpose	3
3 Definitions.....	3
4 Grants and Disbursements Policy – Scope.....	4
4.1 Qualifying Grant beneficiaries.....	4
4.2 Disbursement beneficiaries	4
5 Validating applications for Grants or Disbursements.....	4
5.1 Criteria for validating Grant Applications.....	4
5.2 Criteria for validating potential Disbursements	5
6 Assessing applications for Grants or Disbursements.....	6
6.1 Criteria for assessing Grant Applications	6
6.2 Criteria for assessing Disbursal Requests	6
7 Conditions that must be applied to sucessful Grant Applications	7
8 Additional requirements.....	8
8.1 Insurances.....	8
8.2 Reporting	8
8.3 Data Protection	8
8.4 Due Diligence.....	8



1 DOCUMENT CONTROL

1.1 Document Status

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1.2 Document Revision History

Version	Date	Author:	Revision Detail	Next Review Due:
0.1	20/06/2026	Stephen Cooper	Initial document creation	19/06/2027



2 DOCUMENT PURPOSE

This Grants and Disbursements Policy lays out the principles that the Friends of Trowbridge Bandstand will observe when validating applications for and subsequently awarding grants and/or making disbursements.

3 DEFINITIONS

In this Policy Document:

“the Trust” means the The Friends of Trowbridge Bandstand;

“the Commission” means the Charity Commission for England and Wales;

“the Bandstand’s owner” refers to the freehold title holder of the Bandstand in Trowbridge Town Park (currently Trowbridge Town Council);

“Grant” means a sum of money donated by the Trust (the Grantor) directly to the Bandstand’s owner (the Grantee) for a defined and purpose approved by the Trust;

“Disbursement” means a sum of money, defined and approved by the Trust and paid out by the Trust to a third party for goods and/or services commissioned independently from, but with the knowledge and approval of, the Bandstand’s owner.



4 GRANTS AND DISBURSEMENTS POLICY – SCOPE

Defined within this document are a range of specific checks which will be applied to any given grant or disbursement. These will depend on the nature of the grant application or disbursement request and will be decided on a case for case basis.

It is of paramount importance that all parties are mindful of the absolute requirement that the Trust can only fund projects and activities that are exclusively charitable and fall within the objects of the charity.

It also must be remembered that the final decision as to whether to award a Grant or Disbursement or not lies solely with the Trustees and that their decision on the validity and/or merit of any application is final.

This Policy should be read in conjunction with the Trust's Due Diligence Policy.

4.1 Qualifying Grant beneficiaries

The Trust will only ever consider applications for grants from the Bandstand's owner subject to those applications being deemed valid (see Section 5).

4.2 Disbursement beneficiaries

The Trust will have the power to consider disbursing funds to third party individuals or organisations in exchange for goods or services only when that disbursement would be considered valid.

5 VALIDATING APPLICATIONS FOR GRANTS OR DISBURSEMENTS

5.1 Criteria for validating Grant Applications

All grant applications will be considered separately against these criteria BEFORE they are accepted as valid. Only grant applications that satisfy all the criteria below will be assessed as VALID and then considered by the Trustees for the possible award of a grant.

Every grant application, however similar their aims, must independently satisfy ALL criteria.

- Only grant applications submitted by the Bandstand's owner will be considered valid.
- Any application for a grant must describe in detail the exact purpose to which that grant will (if awarded) be put. That must include a full justification for the proposed estimated costings, indicative timescales, details of potential contractors (if applicable) and evidence of due diligence in seeking tenders and/or quotations.



- The purpose of the grant must fall wholly within the charitable purposes as defined in Trust's Constitution.
- No issues that would prevent the legal award of the applied for grant have been identified.
- The Bandstand's owner must provide supporting evidence that shows that there is either no, or inadequate, statutory provision for the delivery of the aims of the grant application.
- Any application for a grant must ensure that there is no more than incidental personal benefit to members or employees of the Bandstand's owner or the Trust.
- All applications for grants must be validated against the Trust's Due Diligence Policy.

Should any application for a grant fail any of the above tests, the application **MUST** be declared invalid and closed.

5.2 Criteria for validating potential Disbursements

All requests for disbursements must be checked for validity before being considered by the Trustees.

All disbursement requests will be considered separately **BEFORE** they are accepted as valid. Only requests that satisfy all the criteria below will be assessed as **VALID** and then considered by the Trustees for a possible disbursement.

- Disbursement requests originating from within the Bandstand's owners for funds that the Bandstand's owners will then use to themselves commission work or purchase goods from a third party should be closed and resubmitted as grant requests.
- A disbursement request for physical goods will only be valid if it is a request for the Trust to themselves purchase physical goods which meet the charitable objectives of the Friends which are then either donated to the Bandstand's owners or retained as the property of the Trust and offered on loan to the Bandstand's owners.
- A disbursement request for the Trust to procure services (such as surveys) will only be considered valid if the service requested would directly advance the charitable objective of the Trust.
- Any disbursement request must describe in detail the exact purpose to which that disbursement will (if awarded) be put. That must include a full justification for the proposed estimated costings, indicative timescales, details of potential contractors or suppliers (if applicable) and evidence of due diligence in seeking tenders and/or quotations.



- The purpose of the request for a disbursement must fall wholly within the charitable purposes as defined in the Trust's Constitution.
- Any disbursement request must ensure that there is no more than incidental personal benefit to members or employees of the Bandstand's owners or the Trust.
- All applications for grants must be validated against the Trust's Due Diligence Policy.

Should any disbursement request fail any of the above tests, the request **MUST** be declared invalid and closed.

6 ASSESSING APPLICATIONS FOR GRANTS OR DISBURSEMENTS

6.1 Criteria for assessing Grant Applications

Only valid applications may be assessed for a potential award of a grant. In assessing grant applications trustees will comply with Charity Commission guidance so to ensure that any award is in the charity's best interests.

- As the Bandstand's owners do not themselves have charitable status, the Trust must be aware of, and comply with, the Charity Commission's guidance on awarding grants to local authorities.
- The Trust must ensure that any grant funding applied for by the Bandstand's owners must be limited to the specified activities, services or outcomes as defined in the initial grant application.
- When assessing a grant application, trustees must be able to demonstrate that the decision is in the charity's best interests.
- Grants will be made based on the funding available and solely on merit.
- The Trustees' decision whether or not to award any grant, or the level of that grant if awarded, is final.

6.2 Criteria for assessing Disbursal Requests

Only valid requests may be assessed for a potential disbursement. In assessing disbursement requests trustees will comply with Charity Commission guidance so to ensure that any approved request is in the charity's best interests.



All requests for disbursement must be assessed against the same criteria as for grants (see Section 6.1 above) plus:

- The Trustees must be assured that the request for disbursement not only is in line with the charitable objectives of the Trust, but also offers “good value for money” and a responsible use of the Trust’s funds.
- When considering whether goods purchased by the Trust in the furtherance of its charitable aims should be donated to, or retained and loaned to, the Bandstand’s owners, each case must be considered separately on its merits.
- The Trustees’ decision whether or not to accede to any request for disbursement, or the level of that disbursement if awarded, is final.
- The Trustees’ decision whether or not to retain ownership of any item purchased in the furtherance of the Trust’s charitable aims is final.

7 CONDITIONS THAT MUST BE APPLIED TO SUCESSFUL GRANT APPLICATIONS

Any grant funds awarded by the Trust to the Bandstand’s owner must:

- be kept separate from the owners’s general funds and,
- must be used exclusively for the purposes defined in the application and,
- cannot be absorbed to cover the owner’s routine debts or operational shortfalls

The Bandstand’s owner will be required to sign a formal agreement setting out the terms on which a grant is made.

As a condition of awarding any grant, the Bandstand’s owner must commit to providing the Trust with regular updates and financial evidence that all grant money awarded is used as authorised.

As a condition of awarding any grant, the Bandstand’s owner must commit to returning all unspent funds from that grant to the Trust within a time that will be defined in the formal agreement setting out the terms of that grant

Confirmation must be obtained from the Bandstand’s owners that any assets, intellectual property or other material of financial value created as a result of the Trust’s grant funding will not be disposed of at any point without both confirmation that any proceeds will be used for an approved charitable purposes and the prior written permission of the Trustees. In the event this is not forthcoming, the asset is to be disposed of in accordance with the Trustees’ instructions.



All grantees will be required to provide a report on how their grant was used and the impact this has had. The content and nature of information to be reported will be appropriate for the size and type of grant awarded. The Trust will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made. This learning will be used to inform future decision making and policy to maximise the Trust's impact.

8 ADDITIONAL REQUIREMENTS

8.1 Insurances

Details of relevant insurances held, along with a certified true copy of the insurance policy, must be included in any grant application.

8.2 Reporting

The Bandstand's owner will be expected to report back to the Trust on how any awarded grant was spent and include supporting evidence such as receipts.

8.3 Data Protection

Applicants' data will be held in accordance with data protection legislation. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided, and destroyed once no longer needed.

8.4 Due Diligence

In making grants to the Bandstand's owner the Trust will comply with the Charity Commission guidance by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship with the Bandstand's owner
- The role of each organisation.
- Monitoring and reporting arrangements.
- Checks and Due Diligence

END OF DOCUMENT

Document Version 0.1

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Date Approved:

Review by Date: