



## GRANTS POLICY

The Council is committed to encourage, support and promote volunteer organisations and charities within the area it serves for the benefit of the local community. It makes an annual budget provision for Grants to help meet its aims.

Grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.

Decisions related to Community Grants are made by Full Council. This Policy is designed to act as guidance for both applicants and councillors when considering applications.

The Council seeks to provide Grants for projects, proposals or events that meet one, or more, of the following outcomes:

- goes some way to filling gaps in existing provisions;
- evidences the need;
- is innovative and exciting;
- considers the needs of disadvantaged individuals and groups;
- takes positive steps to promote a healthy environment;
- promotes equality of opportunity and access for all;
- has a positive impact on climate change;
- benefits the community.

Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

## GRANT SCHEMES

The Council operates two separate grant schemes whereby the Clerk has delegated power to review applications, request further information, give advice and refuse applications that do not meet the grant aid criteria.

1. The **Small Grants Scheme** for grants of a value up to £1,000 (although this amount can be exceeded with Council's discretion). Applications are considered monthly throughout the year (except August when no Council meeting is held).
2. The **Annual Grant (SLA) Scheme** for grants of higher value. Applications for this scheme are considered annually by the Finance, Governance & Staffing (FGS) Committee as part of the budget setting process for Council.

## ELIGIBILITY

The Council will consider applications from organisations that:

- are Community Groups, Local Charities, Community Interest Companies or Not-for-Profit Associations who have a constitution or a signed set of group rules;



- have a bank account in the name of the organisation;
- deliver a benefit to the local community;
- can show match funding, either through its own resources, donations or other grants;
- proves the project/event is viable without further recourse to Council funding.

The Council will not normally:

- fund general running costs of organisations, hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links;
- support applications from organisations which then go on to make donations to other charities and groups;
- accept applications from businesses/profit-making organisations;
- give more than one grant in any one year to the same organisation;
- consider applications from bodies outside the town boundaries unless the proposals show a distinct benefit to the community served by the Council;
- accept any application which it considers to be inappropriate or against the objectives of the Council.

## **APPLYING FOR A SMALL GRANT**

### **APPLICATION**

1. Applications should be made on the application form via the Council website and include all information requested on the form. The Clerk has delegated power to review applications, request further information, give advice and refuse applications that do not meet the grant aid criteria. An application will not normally go to Council until all required information has been provided.
2. Applicants must supply the previous financial year's accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.
3. Where expenditure on a single item would exceed £500, the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.
4. Applicants requesting up to £250 may submit a simplified request detailing the project they are undertaking and what the funds will be spent on.

### **AWARD PROCESS**

1. The Clerk will refer applications to Council monthly for consideration (excluding August when there is no Council meeting). Applicants will be notified of the date and time of the meeting and be given the opportunity to address the meeting on their application.



2. Council will consider applications based on the criteria overleaf.
3. The outcome will normally be made known to the Applicant in writing within seven days of the Council's decision.
4. The grant must be spent during the financial year in which it is awarded.

## **APPLYING FOR AN ANNUAL GRANT (SERVICE LEVEL AGREEMENT)**

1. Applications will be considered initially by the Finance, Governance and Staffing Committee and make recommendations to Full Council.
2. Applications should be made on the application form via the Council website and include all information requested on the form. An application will not normally go to committee until all required information has been provided.
3. Applicants must supply the previous two years of accounts and a recent (within three months) bank statement.
4. Where expenditure on a single item would exceed £500, the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.
5. Applicants are invited to attend the committee meeting where their grant will be considered to answer any questions which may arise. Alternatively, a decision may be deferred, and the Clerk instructed to obtain any further information required.
6. The deadline for applications to be considered for this scheme shall be set by the Clerk to correspond with the Council's budget setting cycle. The deadline date (normally 1 October) shall be published as soon as practicable. In exceptional circumstances, the timescale may be extended but the committee cannot guarantee to consider applications received after the closing date.
7. Council will consider applications on the criteria below and make the final decision.
8. The outcome will normally be made known to the Applicant within fourteen days of the Council's decision.
9. All grants are awarded for one year. Where further grant funding is sought, the application process must be repeated for future years.



## DECISION CRITERIA

The Council will consider:

<b>Criteria</b>	<b>Definition</b>
<i>Application form: key sections</i>	<i>Includes a detailed description of the project or activity for which the grant is sought, a demonstratable need for the project or activity, a clear understanding as to why fund is needed from the Council and the number of people who will benefit.</i>
<i>Achieves outcomes</i>	<i>Meets at least one outcome fully and provides a clear explanation as to how the applicant sees the grant meeting the needs of local people.</i>
<i>Inclusivity</i>	<i>The organisation and/or the project are inclusive.</i>
<i>Climate</i>	<i>Considers the impact on the climate of the proposed activity/event.</i>
<i>Value for money</i>	<i>What the applicant is contributing to the project, either/or in collaboration with other organisations, supplemented by other funding sources, volunteers. It must provide a cost effective use of Council funds in accordance with best practice and be sustainable.</i>
<i>Strong governance</i>	<i>The applicant has good control structures within its organisation and experienced individuals leading the project. If relevant, appropriate insurance arrangements must be in place.</i>
<i>Financial stability</i>	<i>The applicant provides accounting records or other evidence to show financial stability.</i>
<i>Fits with Council's Corporate Plan</i>	<i>The application is a good fit with the stated strategic aims of the Council, currently 2021-2024.</i>

Since Council funds are limited, it may not be possible to fund all worthy projects/events and the Council may have to make difficult decisions about priorities.

All decisions on applications are final and at the discretion of the Council. Where a grant has been paid, there is no commitment to provide further funding.



## **GRANT EVALUATIONS**

It is important that arrangements for monitoring are appropriate to the level and type of funding provided. Organisations in receipt of:

- a small grant - shall provide an evaluation within six months of receipt of the grant on the prescribed form;
- an annual grant - shall provide a detailed report to demonstrate the grant was spent appropriately.

The Council may require evidence of expenditure where items of equipment are purchased, facilities are repaired, publicity materials produced, etc.

## **CONDITIONS**

An application under both schemes shall indicate agreement to all legal requirements and the following terms and conditions:

1. Recipients shall complete an evaluation as required.
2. The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partial breach of conditions.
3. Recipients are expected to positively promote the Council and acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
4. Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded by the Council as part of the grant application within two years.
5. The Council may apply any additional conditions it deems necessary as part of the grant award.
6. The Council may use the name of the organisation or project in its own publicity.

## **RECEIPT OF GRANT**

1. Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
2. For Small Grants, payments shall be made to the organisation within four weeks of receipt of the agreement.



3. For Annual Grants, payment shall be made to the organisation within one week of receipt of the Council's Precept (usually the end of April)
4. Payments shall only be made to an organisation. Council will not issue grants to an individual.

## **NON-MONETARY ASSISTANCE**

The Council also offers non-monetary assistance to voluntary organisations and groups by loaning equipment and market stalls.

Any organisation wishing to use Council equipment must make a request in writing giving as much detail about the equipment required, what it will be used for, the dates of use, why the equipment cannot be provided by the organisation and the community benefit. Requests should be emailed to the Clerk [clerk@belpertowncouncil.gov.uk](mailto:clerk@belpertowncouncil.gov.uk) or made in writing to the Council's offices St John's Chapel, The Butts, Belper, Derbyshire, DE56 1HX.

The Clerk has delegated power to review requests, request further information, give advice and accept/refuse requests that do not meet the criteria. Requests will only be considered for projects and proposals which are for the benefit of the local community.

The organisation will be required to insure the equipment loaned and collect/return the equipment as directed by the Clerk.

All successful events must recognise the Council's assistance at the event or in literature and publicity. The Council will provide logos for use to indicate its support.

## **HERBERT STRUTT CHARITY**

The Council is the administering authority for the Herbert Strutt Charity which provides grants to organisations and individuals. Applications for financial assistance are welcomed – see the Herbert Strutt Charity webpage for more information.