

# Shaftesbury Town Council



## Grant Awarding Policy

### **BACKGROUND**

Shaftesbury Town Council serves the wards of East and West Shaftesbury and is the tier of local government closest to the community it serves. The council's income comes principally from a precept paid by local residents as part of their council tax. Some of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Shaftesbury Area. Grants may be given to new or on-going projects and may be for either capital or revenue funding.

### **CRITERIA FOR ELIGIBILITY**

Shaftesbury Town Council will only support voluntary organisations or community groups based or working within the parish boundary of Shaftesbury, not individuals. Consideration will be given to projects that provide evidence that they primarily service the interests of, or are for the benefit of, Shaftesbury residents.

The total amount of Community Grant funding available in any given year is determined by Full Council as part of the annual budget setting process.

Community Grants up to £1,000: Applications for Community Grants will be considered by the General Management Committee who will make their recommendations to Full Council.

Community Grants over £1,000: Applications will be considered in certain circumstances and will be considered by the General Management Committee who will make their recommendations to Full Council.

Organisations may only apply for one grant in any one financial year.

It should be noted that Shaftesbury Town Council cannot be the sole source of income for an organisation or project. A significant proportion needs to be raised elsewhere or be provided in-kind. Evidence of contributions raised elsewhere to help fund the organisation or project may be requested

The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Council's Grants Budget. Applications for financial support from the Council are to be submitted in accordance with the timescales below. Applications received late or outside of these timescales may be considered at a later date, within budget restraints at that time.

Applicants may be contacted by Council Officers to clarify further detail if required.

### **REQUIREMENTS**

The Council may not be participant in an application for an organisation that applies for funding, other than the elected Council representative on that organisation, if one has been appointed.

The following criteria has to be met in order to be considered for grant funding:

1. The purpose(s) for which the funding is require should be clearly identified
2. Applications for funding should demonstrate contributions applied for or received from other sources.

3. Applicants should submit their latest audited accounts, providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months, evidence that a separate bank account has been opened should be provided.
4. Organisations applying for more than £1,000 are requested to provide the Council with a list of Officers of the Organisation, the number of active members and the number of volunteers.
5. Charities should provide their registered charity number
6. Applications for grants may be made for capital or revenue funding i.e. for the development of projects or to assist in specific running costs. Timescales for the use of the funding should be stated in your application
7. Applicants must demonstrate equality of access and opportunity
8. Equipment purchased with the grant must remain the property of the organisation
9. Organisations must advise the Council on application, or as soon as known, whether there will be any fundamental changes to their service, premises or project, within the next 12 months.
10. Organisations should provide the Council with the projected number of users, the numbers of users from Shaftesbury, and whether they make any charges to their users.

### **THE FOLLOWING WILL NOT BE FUNDED BY A GRANT FROM THE COUNCIL**

The Council will not fund the following:

1. The Council cannot support those who aim to solely raise money for charity or to distribute money to others. Any charity that may benefit as a result of the grant application is to be listed in the application.
2. The Council cannot support or promote religious or political beliefs or interests of an individual or organisation. Applicants must demonstrate the project will be for the benefit of the wider community. <sup>1</sup>
3. Grant awards are not open for schools or businesses. If your project is in partnership with a school it may still be eligible. Applicants should demonstrate how it meets the Council's criteria and explain why it is not supported through mainstream school budgets/funding.
4. Maintenance costs for buildings or equipment. However ongoing support contracts or improvements and changes may be considered
5. Food or hospitality
6. The Council may support projects that employ people, but will not fund salaries payable to project organisers. The Council may wish to fund the payment of those who take part in a project, however where core funding is applied for, and is essential to the ongoing viability of a project and addresses the needs of people who are socially or economically marginalised, the committee may choose to recommend funding having considered representations.
7. The Council will not fund retrospective applications

If an applicant is not sure whether or not they meet any of the eligibility criteria, please contact the Office before completion of the form.

In the event of over subscription to the funds available, the Council may reduce the amount of the request but will seek to support as many of those organisations as possible who meet the criteria as laid down.

**NOTE** <sup>1</sup>

Applications will be considered for organisations that benefit the wider community even though they may be on the premises of, or organised by, a particular religion, faith group or political party.

### **TIMESCALES**

Completed application forms will be required to be submitted in accordance with the timescales on the application form. Organisations will also need to submit their latest accounts as presented and endorsed by their most recent Annual General Meeting, providing the organisation has been in existence for at least 18 months. Smaller organisations and those in existence for less than 18 months must provide evidence that a separate bank account has been opened. If audited accounts

or a separate bank account do not exist the applicant may ask for the grant payment to be made to an identified supplier or nominated organisation, with the relevant authority provided by the Chairman of that organisation. Grants will not be paid to individuals.

Any applicant who cannot submit any of the required information should contact the Town Clerk for guidance.

Applications for Community Grants will be considered by the General Management Committee, twice a year.

Application Forms sent/available	December/January	September/October
Deadline for submission	January/February	October/November
Consideration by the General Management Committee	March	December
Recommendation to Full Council	March/April	December/January
Notification to organisation	April	January
Payment of Grant	April/May	February/March

*Specific dates to be determined subject to the calendar of meetings for that year*

Except in exceptional circumstances, successful applicants are unable to re-apply for additional funding within the same financial year of an award and will only be able to apply once all reporting requirements for the previous award have been met.

Payment of Grants over £1,000 may be paid in two instalments of 50% each in April/May and October/November, as determined by the General Management Committee.

The second instalment would be paid following a mid-year review meeting which would be attended by the Clerk, the Council representative on that organisation and an officer.

Payment of the second instalment will only be paid if all the reporting requirements are provided and the criteria for the award of the Grant have been met to date, and as far as is practically possible.

### **Grants in Kind**

Various charitable groups and organisations in the Town may be eligible for free hire of the Guildhall or the Council Chamber for their Annual AGM or an event being held to promote the Town and/or for the good of its residents.

Organisations or Groups that would be considered should fulfil the following criteria:

- ❖ Organisations that do not charge a subscription or membership fee
- ❖ Organisations that do not make a profit
- ❖ Organisations run solely by volunteers
- ❖ Town Council affiliated Groups

An agreement for the provision of free photocopying of leaflets may be applicable.

A written request should be made to The Clerk for consideration. Each application will be dealt with on its own merit and may not necessarily be approved.

### **PRIORITY APPLICATIONS**

Priority will be given to applications which meeting the Criteria for Eligibility (above).

All applications will be scored against these priorities.

### **PAYMENT OF GRANTS**

Payments will be made by cheque, payable to the organisation.

If audited accounts or a Bank account does not exist, the applicant may ask for the grant payment to be made to an identified supplier on production of an invoice, or to a nominated organisation, with the relevant authority provided by the Chairman of the organisation.

### **ADVICE ON APPLICATIONS**

A checklist of the information required will be enclosed/attached with the application form. Applications will not be considered until all the relevant documents have been received.

## **FUNDING AGREEMENT**

### **Community Grants:**

Each organisation awarded a grant will be required to provide the Council with clarification that the purpose for which the grant was given has been met, by completing an End of Grant Evaluation form. Provide photographs, newsletters etc., together with a statement on how users have benefitted from the grant. The Council reserves the right to publish this information on their website.

All successful applicants of Grants will be required to:

1. Acknowledge receipt of any award
2. Credit the Council as a supporter of the organisation in promotional material
3. Community Grant recipients will be required to complete an end of grant report and evaluation form, and reserves the right to request invoice or provide receipts if required, prior to payment of the grant award.
4. Organisations receiving grants over £1,000 may be required to attend a mid-year review meeting and to provide documentation and reports to confirm that all criteria have been or will be met.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

Previous approval of a grant application does not necessarily imply continued funding in consequent years.

An applicant, if previously awarded a grant, will not be able to submit a further application to be considered until monitoring of the initial grant has been completed to the satisfaction of the General Management Committee.

## **DATA PROTECTION ACT 1988 INFORMATION**

In signing the application form, you give permission for Shaftesbury Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

## **CONTACT DETAILS**

Please submit all enquiries and completed application forms to the offices of the Council. You can contact the Clerk or Officers by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Shaftesbury Town Council  
The Town Hall  
High Street  
Shaftesbury, Dorset SP7 8LY

Telephone: 01747 852420

Email: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

Website: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)



# Shaftesbury Town Council

## Community Grant Checklist

Please use this checklist to ensure all the relevant information is enclosed with your Community Grant application.

Name of Group or Organisation	
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**Documents enclosed:**

	Yes	No
1. Application Form		
2. Copy of Audited Accounts or if organisation less than 18months in existence, evidence that a separate bank account has been opened		
5. Details of project on a separate sheet if necessary		

If there is a 'No' response, please provide an explanation

**Any award is made at the discretion of the Council and subject to a funding agreement.**

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

**I/We have read and understood the criteria**

Signature:	
Position in Organisation:	
Date:	

Please return your completed checklist, together with copies of relevant documents to:

Shaftesbury Town Council  
The Town Hall  
High Street  
Shaftesbury  
Dorset SP7 8LY

Email: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

The Council's Grant Awarding Policy is attached to this application for your information