

# Grants Policy **DRAFT**

RESPONSIBLE COMMITTEE: P&F

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This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

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Until superseded
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# Grants Policy

## 1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

## 2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

## 3. Application principles

3.1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.

3.2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

3.3. If an application is:

3.3.1. not called in by a relevant number of Town Councillors;

3.3.2. is refused on appeal;

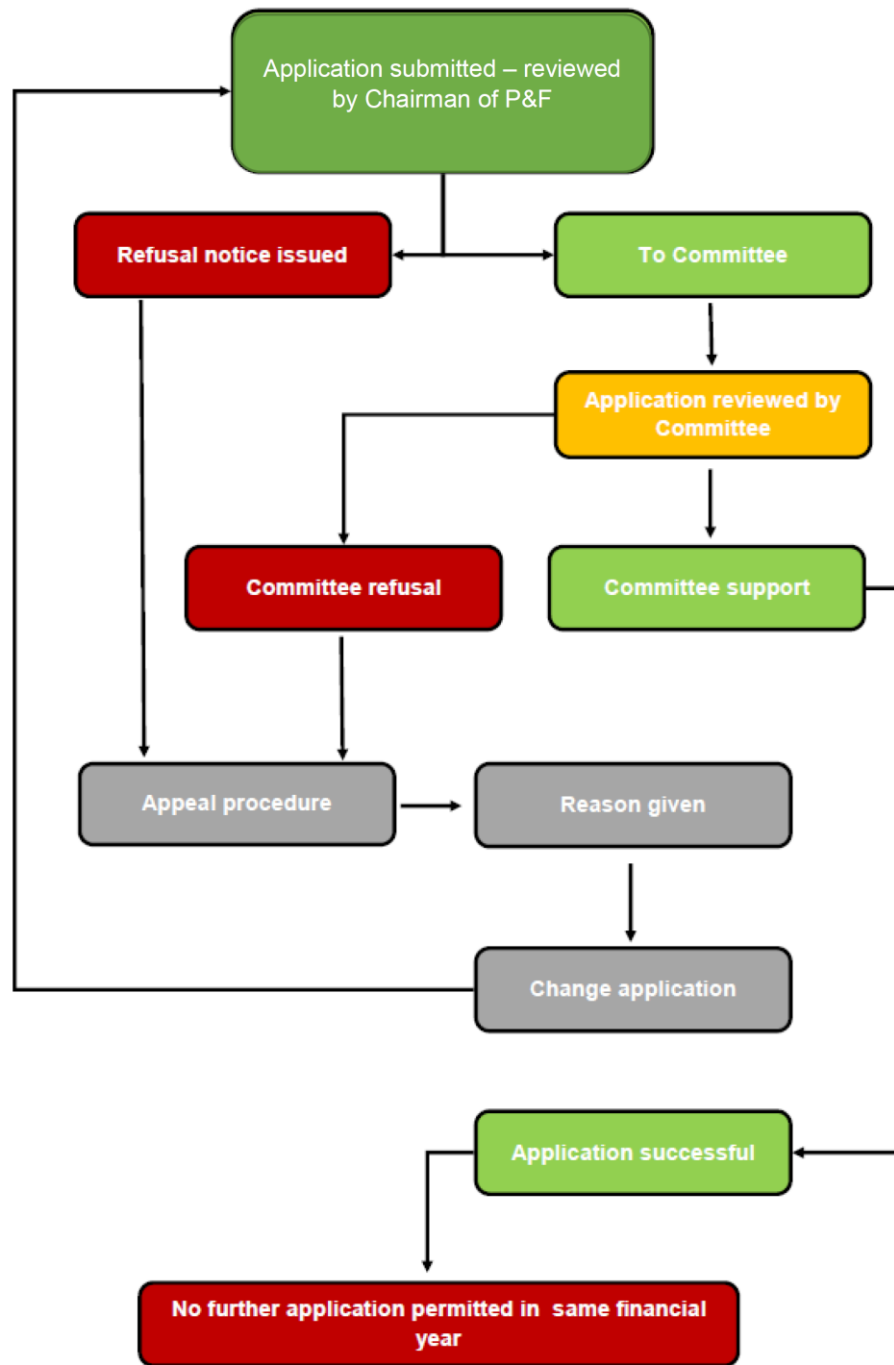
3.3.3. is not appealed within the deadline set or

3.3.4. has been turned down by members at a previous Committee meeting;

3.3.4.1. then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

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#### 4. Application process



## **Application Submitted**

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.)

## **Acknowledgement of the Grant**

All successful applicants must, on all publicity material for the relevant festival or project, (including posters, banners, programmes, press releases or on social media) fully acknowledge the support of the Town Council, using the following wording:

**‘Funded by Saltash Town Council’s Festival Fund Grant’**

Or

**‘Funded by Saltash Town Council’s Community Chest Grant’**

as appropriate.

The modern version of the Town Council logo should be used alongside the above wording, this will be given to you by a staff member of the admin team. The size and prominence of the logo and wording should reflect the relative value of the grant given against other funders, donators or sponsors.

Press releases must use the wording, but the logo can be omitted.

Additional conditions may be required as deemed appropriate by the Policy and Finance Committee.

## **Application reviewed by Chairman of Policy and Finance Committee<sup>1</sup>**

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

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<sup>1</sup> If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document



### **Chairman of Policy and Finance Committee Refusal**

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

### **Appeal procedure**

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

### **No appeal or appeal refused**

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

### **Successful appeal or call in**

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

### **Restrictions on re-applications**

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

### **Chairman of the Policy and Finance Committee Support**

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

### **Application submitted to committee**

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

### **Application successful**

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

### **Application refused**

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

## **5. Types of grant and funding limits**

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £2500 per day up to a maximum of two days per event.

## **6. Normal Eligibility Criteria**

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

- 6.1. Mandatory requirements. All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.
  - 6.1.2. Copies of the most recent bank statements must be provided.
  - 6.1.3. Public Liability Insurance Certificates are required for any events or projects.
  - 6.1.4. If staff will be involved Employee Liability Insurance Certificates are required.
  - 6.1.5. Buildings Insurance will be required if an application relates to funding towards this purpose.
  - 6.1.6. Full contact details for the applicant as well as any registered address for the organisation should be supplied.
  - 6.1.7. A copy of the constitution for the organisation should be included.
  - 6.1.8. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.
  - 6.1.9. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.
  - 6.1.10. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

### **6.2. Key Priority Areas**

- 6.2.1. Grants may be given for projects that fit into one or more of the following areas:

- 6.3. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.

- 6.4. Supporting local safety campaigns.
- 6.5. Benefit health and wellbeing.
- 6.6. Promote pride in the community.
- 6.7. Highlight important local issues/history/culture to local residents and students.
- 6.8. Promote a sports -related initiative or event.
- 6.9. Increases visitors to Saltash and improves the local economy.
- 6.10. Promotes environmental issues which improve the local area.
- 6.11. Takes into account local residents when organising events.
- 6.12. Takes the environment and waste management into consideration.

## **7. Applications that will not be eligible**

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.

7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.

7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.

7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

## **8. Guidelines for Grant Applications and Further Information**

8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.

8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.

8.3. Local suppliers should be used where possible.

8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group’s accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.

8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.

8.7. Saltash Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.

8.8. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

- 8.9. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- 8.10. Grants will not be available for buildings owned by Cornwall Council.
- 8.11. Grant applications will be considered against the following criteria:
- 8.11.1. meeting the priorities as set out above
  - 8.11.2. meeting an identified need
  - 8.11.3. viability of the project
  - 8.11.4. the majority of those benefiting our residents of the town
- 8.12. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.13. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.14. **Grants will not be awarded retrospectively.**
- 8.15. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.16. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.17. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.18. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.19. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved

will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant.

Requests will be considered by the Policy and Finance Committee following a review by the Chairman.

8.20. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

8.21. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.

8.22. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.

8.23. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.

8.24. The organisation awarded a grant must publicise the support of the Town Council.

8.25. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

## **9. Banking Arrangements**

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

## **10. Chairman Refusal**

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

10.1. Application does not meet the eligibility criteria.

10.2. Application is not complete.

- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.
- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

## **11. Automatic Refusal**

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

## **12. Appeals Procedure**

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;



12.5. put forward a strong case for an Chairman to re-view the decision taken;  
12.6. give further clarification on how the application meets the normal qualifying criteria.

12.7. An Officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.

12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

### **13. Requests for References to support external grant applications**

The Town Council understands that local organisations will seek funding from many different sources to fund their events. Organisations that require a reference from the Town Council to support their application should contact the Town Council in writing. The request will be considered by the Town Clerk. If eligible, a basic reference will be sent to the requestor on Town Council headed paper. It is the responsibility of the organisation to ensure the request is received within sufficient time for a reference to be issued.

The Town Council does not wish to provide references for commercial businesses.

**Appendix 1:** Sample Grant Application Form (separate document provided to applicants)

**Appendix 2:** Definition of a Voluntary Community Organisation

**Appendix 3:** Application scoring matrix

## Appendix 1

# Saltash Town Council – Grant Application Form (sample)

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organisation:</b>	
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b>  <b>Company No:</b>
<b>What geographical area does your organisation cover?</b>	

<b>How long has your organisation been in existence?</b>	
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**Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.**

**1. Organisation Background**

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				
<b>Please list the aims and objectives of your organisation</b>				

<b>What are the main activities of your organisation?</b>	
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	Yes / No or N/A
Are you part of a religious group?	
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	/ /
	<b>Finish Date</b>	/ /
	<b>Total Cost</b>	£
	<b>Grant Applied For</b>	£

<p><b>Project title:</b></p>	
<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	
<p><b>Where will the project/activity take place?</b></p>	
<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	

<p><b>What support have you received for this project?</b>  (Please tell us about any expressions of support you have received from outside your organisation  Consultation with Community)</p>	
<p><b>How will the project be managed and how will you measure its success?</b></p>	
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	

**3. How you will pay for your project.**

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	
<p>How will you promote the contribution to your project from STC?</p>	

**Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:**

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm the bank account your project is using is in the project's name/organisation name	
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	
<b>A letter head showing the organisation's address and contact details</b>	
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status)	
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	
<b>Copies of any letters of support for your project</b>	
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.</b>	
<b>Other</b> (please list)	



If any of the above documents have not been enclosed, please give reasons why in the box below:

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## **5. Declaration by the applicant**

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report **including photographs** to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>			
<b>Date:</b>			

**Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.**

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
Saltash PL12 6JX                      Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;F Chairman/Vice Chairman</b>	
<b>Approved to go to Committee</b>	
<b>Committee Date</b>	
<b>Decision/Minute number</b>	

<b>Amount awarded</b>	
<b>Application refused by P&amp;F Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	

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## Appendix 2

### Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or

intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

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## Appendix 3 Application scoring matrix

### Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
<b>Total</b>		

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.