



Lostwithiel Town Council

Grants Policy

1. Introduction

1.1 Lostwithiel Town Council recognises the value of voluntary and community activity and its contribution to local residents' well-being. The Council is committed to supporting and strengthening the many community groups that help make a positive difference. The aim of the Council's Grants Policy is to promote a vibrant and active community in Lostwithiel.

1.2 Lostwithiel Town Council has the authority to make grants under the Localism Act 2011 s.1 (1) General Power of Competence which will benefit some or all of its inhabitants.

1.3 Each year, Lostwithiel Town Council will make provision in its budget for grants to assist voluntary bodies, local clubs and not-for-profit organisations in the town.

1.4 The Council's Grants Awarding Policy aims to ensure that all grant applications are treated equally, provide value for money and that all awards are within the legal powers of the Council.

2. Guidelines for Grant Applications and Further Information

2.1. In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.

2.2 If an organisation is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant for a period of not less than 23 months.

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

2.4 Grant Aid application forms are available from the Town Clerk 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.

2.5 Applications from religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.6 Lostwithiel 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.

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

2.8 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.

2.9 Grant applications will be considered against the following criteria:

- meeting the priorities as set out above
- meeting an identified need
- viability of the project
- majority of those to benefit should be residents of the Parish of Lostwithiel

2.10 Lostwithiel 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.

2.11 Grants will only be awarded for forthcoming projects – not retrospectively.

2.12 It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Lostwithiel Town Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Lostwithiel Town Council within 12 months of when the grant was awarded to the applicant.

2.13 Although Lostwithiel Town Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

2.14 Lostwithiel 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 fund-raising activities.

2.15 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be available to the organisation when all other funding is in place/secured and for a period of 12 months from the date Lostwithiel Town Council approves the request (unless otherwise determined by the Council when approving the grant). Should the funds continue to be required for the project after the 12 month period, a Grant Renewal request must be submitted in writing to the Town Clerk outlining a full update, reasons for any delays and details of the short, medium and long-term project plan. This request will be Policy/Procedure Document administered by the Town Clerk and usually both the Finance and Policy Committee and Full Council.

2.16 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

2.17 The size of any grant awarded is at the sole discretion of Lostwithiel Town Council.

2.18 Lostwithiel Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

2.19 Lostwithiel Town Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of Lostwithiel Town Council.

2.20 Written permission must be obtained to change the use of a grant

2.21 Lostwithiel Town Council will not award a grant to any applicant to counteract any charges levied by Lostwithiel Town Council.

3. Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque.

4. Applications which are not usually eligible

The Town Council will not consider applications for or from the following:

- Providing a service which should be provided by statutory funding
- Expeditions or trips
- Bursaries or scholarships
- Projects outside of the Lostwithiel Parish and does not provide a significant strategic advantage to Lostwithiel.
- Individuals
- Hospitality
- Salaries or routine administration costs
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- Private organisations operated as a business to generate a profit or surplus
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Projects with party political links
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
- Projects which discriminate on the grounds of race or religion, age, disability, marital status race, gender or nationality
- Grants in excess of £5000 which are not significant community capital projects within the Lostwithiel Parish
- Projects which do not benefit the Lostwithiel Community at large
- To 'branches' that could be funded by their main organisation
- For buildings that are uninsured
- The project competes or conflicts with any service, project or event being supported, organised or funded by Lostwithiel Town Council
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding and will usually be unsuccessful

- Applications will not normally be considered from national organisations, national charities 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.
- Commercial enterprises which aim to generate a profit

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