



# Lostwithiel Town Council

## Grants Policy

Grants Policy  
Approved 5 June 2018 Minute 064/18

## **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 usually consider applications for or from, but not confined to 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

## Grant Application Form

<b>Contact Details</b>	
Organisation name	
Address	
Telephone numbers	
Email address	
Website address	
Main contact for this application (Name)	
Position in organisation	
Contact address (if different from above)	
Telephone number	
Email address	
Secondary contact information (Name – this must be different from the main contact)	
Contact address (if different from above)	

Telephone number	
Email address	

## Organisation Profile

Description of organisation (please tick all boxes that apply)	Tick
Registered Charity	
Voluntary Organisation	
Community Group	
Company Limited by Guarantee	
Not for Profit Organisation	
Social Enterprise	
Other	

Please describe

Please supply your registration number	
How long has your organisation been in existence?	



<b>Does your organisation (please tick)</b>			<b>Tick</b>
Own its own land/premises/facilities			
Hire private land/premises/facilities			
Hire local Authority land/premises/ facilities			
Lease the land/premises/facilities – please give details of lease expiry dates/length of lease.			
<b>How many staff, paid or otherwise, are involved with your organisation:</b>			<b>Please state number below</b>
Number of paid full-time staff			
Number of paid part-time staff			
Number of paid casual staff			
Number of unpaid full-time staff/volunteers			
Number of unpaid part-time staff/volunteers			
Number of unpaid casual staff/volunteers			
<b>Previous Funding</b>			
Has your organisation received a grant from Lostwithiel Town Council before			
Yes		No	
If yes			
Amount of grant			Date awarded
<b>Your Project/ Activity / Event</b>			
Date of activity (anticipated start date)			
Briefly describe what the grant you are requesting is required for and why it is needed:			


If you receive a grant, describe what your project / activity / event will achieve and what difference it will make to your organisation/area; how will it extend / develop community activity and how it meets one or more of the criteria listed in the Grant Policy:

--

How will your projector or service be sustained in the future? For example, charges to users, other sources of grant etc.

--

If your application for a grant is for a project / activity / event and you make a profit, please state how this will be used:

--

## Projected Expenditure

Please estimate your total projected cost and provide brief details. Use as separate sheet is necessary and supply quotes

	Amount (£)	Description
New Build/Refurbishment		
Furniture, fixtures and fittings		
Equipment purchase		
Equipment hire		
Premises/facility hire (please give breakdown of costs per week)		

Materials		
Advertising/ Marketing/ Publicity		
Workshops/Seminars/ Training		
Other		
Total Costs		

## Projected Income

Please specify match funding from other sources (external grants, own contributions etc). Lostwithiel Town Council will take into account your ability to obtain funding from other sources and from you existing funds when considering the award.

	Amount	Applied for (Y or N)	Date of expected decision	Confirmed (Y or N)
Own funds/ fundraising				
Projected income from ticket sales				
Town / Parish Council contribution				
Sponsorship				
Donations (please specify below)				
Grants (i.e. Lottery) Please specify				
Non-cash or in-kind contributions				
Amount requested from Lostwithiel Town Council				
Total funding applied for				
Total Project Cost				
Balance Outstanding				

If there is a balance outstanding or you are not awarded the full amount requested from Lostwithiel Council please state how the shortfall will be covered or whether the project will be delayed:

--

<b>Please provide a summary of your most recent accounts and whether the figures below are:</b>	<b>Please tick</b>
A projection because the organisation has been running for less than 15 months	
Information from the organisation's latest accounts	
<b>Projection/Latest Account details</b>	
Account year ending	
Total income for the year	
Total expenditure for the year	
Surplus of deficit	
Total savings or reserves at year end	
<b>Bank Details</b>	
Account name	
Account number	
Sort Code	
Account holders name (in capitals)	
Signature of 1 <sup>st</sup> bank signatory	
Signature of 2 <sup>nd</sup> bank signatory	
Your project beneficiaries	
Please tell us the total number of people you expect to access your event, activity	

or facility and how many of those people are expected to come from the Lostwithiel

Please tell us which groups will benefit from your project (i.e. age, disability, ethnicity, disadvantaged etc.)

Does your organisation restrict access on the grounds of age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation (please tick):

Yes

No

If yes, please give us more information about why you restrict access

## Supporting Documentation

<b>Please tick if you have the following documentation</b>	<b>Tick</b>
Up to date annual accounts/ income and expenditure (a copy to be sent with the grant application form)	
Signed constitution (a copy to be sent with the grant application form)	
Planning permission (if needed)	
Relevant Insurances	
Safeguarding policy	
Quotes/ estimates for project (copies to be sent with the grant application form)	
Affiliation to a governing body	
Equalities and inclusion policy	

## Data Protection

Part or all of the information you supply to us will be held either on the computer or in hardcopy. This information is used for the administration of grant applications. Copies of this information will be given to councillors to enable them to consider and assess the application. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.

## Submitting your Application

<b>Before submitting your application, you must tick all of the boxes to confirm that</b>	<b>Tick</b>
You have answered all questions on the application form.	
You have included a signed copy of your constitution.	



<p>You have included a copy of your accounts or a copy of the last 6 months bank statements together with a list of income and expenditure for the year signed by two officers</p>	
<p>You have included relevant quotes / estimates.</p>	
<p>You (the main named contact) are authorised to apply for a grant from Lostwithiel Town Council on behalf of your organisation.</p>	
<p>You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay the grant to the Council.</p>	
<p>If we make a conditional offer to your organisation you will supply all relevant documents and information within 20 working days and accept that we may withdraw the grant offer if this is not adhered to.</p>	
<p>You have read and are able to comply with the terms and conditions of the grant which are the terms and conditions set out in the Grant Policy and further that you understand that any grant offer will be made subject to your confirming that you understand, agree and accept those terms and conditions.</p>	