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# GRANT AWARDING POLICY

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Northstowe Town Council



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MARCH 30, 2022  
NORTHSTOWE TOWN COUNCIL  
VERSION 1.3 (FINAL)

# GRANT AWARDING POLICY

## Introduction to Policy

Northstowe Town Council is committed to supporting local clubs and community organisations. It values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as:

- A source of valuable services;
- A means of enabling people to work together;
- A channel for campaigning and advocacy.

Each year, the Town Council sets aside some money in its budget to support organisations with grants. Applications are considered by the Finance and Governance Committee or by the Full Council as appropriate.

A grant is any payment made by Northstowe Town Council to be used by an organisation for a specific purpose that will benefit the town and its residents, and which is not directly controlled or administered by the Council.

The Council awards grants, at its discretion, to organisations in or covering the town which can demonstrate a clear need for financial support to benefit the town and/or its residents by:

- Promoting Northstowe in a positive and lasting way;
- Providing a service, or improving a service's effectiveness, to Northstowe residents;
- Meeting the needs of residents experiencing social or economic difficulties;
- Enhancing residents' quality of life, health or wellbeing;
- Improving recreation or sport provision for residents;
- Improving the environment or sustainability.

## Grant Application Process

1. Grant applications can be submitted at any time during the year.
2. The Clerk will receive all applications in the first instance.
  - 2.1. It is strongly recommended that the Town Council – through the Clerk - is approached early on, during an application's formative stage.
    - 2.1.1. Through its input, the Town Council can help steer and enhance applications.
    - 2.1.2. The Clerk will work with the applicant, and – where considered important or needed - will also identify a suitable Councillor who can be designated to work with the applicant to help collate all the necessary information ready for presentation and discussion at the appropriate Council meeting.
3. All applicants are required to complete an application form.
  - 3.1. A grant application form can be found in APPENDIX A.
    - 3.1.1. Copies of the form in a different digital format can be obtained by writing to the Clerk to Northstowe Town Council at [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)
    - 3.1.2. Although all applicants are encouraged to submit applications digitally, hard copies will also be accepted and can be obtained via the Clerk.
  - 3.2. All questions on the application form should be answered in full.
    - 3.2.1. All additional information requested and any other relevant information that supports the application should be submitted with the application.
4. In addition to the application form applicants will be required to provide the following supporting information:
  - A copy of the applicant's written constitution, with details of the organisation's aims and purpose;

- A copy of the previous year's organisational accounts, showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.
  - Current organisational Safeguarding Policy if children and young people up to 18 years of age, or vulnerable adults, are involved, or could become involved in any activities or events managed by your organisation.
  - Any other relevant policies and key documents your organisation has and would be relevant to delivering the project, such as Health and Safety Policy, Equal Opportunities Policy, and Public Liability Insurance.
5. Applications must be received by the Clerk at least 10 days before the meeting at which an application is to be assessed. A decision as to which meeting the application is brought for decision will remain at the Council's discretion.
  6. The Council will make a decision on which grants to award.
    - 6.1. Decisions are normally to take place at a meeting of the Finance and Governance Committee meeting (as per the Town Council's Scheme of Delegation 4.1).
      - 6.1.1. Applications can be brought to a Full Council meeting as an alternative, at the Committee's discretion.
      - 6.1.2. All grants over £5,000 are to be decided on by Full Council (as per the Town Council's Financial Regulations 1.1.4 and 5.8).
    - 6.2. The Council will give notice to the applicant which meeting the grant application will be discussed.
      - 6.2.1. The applicant will be expected to be present at that meeting to answer any questions there may be on the application.
    - 6.3. All applicants will be contacted as soon as possible following a decision made by the Council.
  7. The Council has a limited grant awarding budget each year.
    - 7.1. It is expected that in any year more grant applications will come in than budget is available. On request, guidance can be given to applicants as to how much money is likely to be available in a specific financial year.
    - 7.2. The budget for grant allocation is decided on each year by the Council during the period December – January for the next financial year.
    - 7.3. Typically grant requests for less than £200 would not be considered.
    - 7.4. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
  8. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

### **How grant applications are assessed**

1. Key sections on the application form on which decisions will primarily be based are;
  - A detailed description of the project or activity for which grant funding is sought;
  - A demonstrable need for the project or activity;
  - A clear understanding as to why funding is needed from the Town Council;
  - The number of people in Northstowe who are to benefit from project delivery;
  - A clear explanation how the applicant sees the grant leading to a lasting benefit for the Northstowe community.
2. The following criteria will also be considered in the assessment of applications:
  - How well does the grant meet the needs of the community?
  - How well will the project provide lasting, positive benefits to residents?
  - How inclusive is the organisation or the project as proposed?
  - How likely is the applicant to be using the grant to its best effect?

- Are the costs appropriate and realistic?
- What level of contributions has been, or will be, raised elsewhere?
- Could the organisation reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source?
- How is the organisation or group managed, as indicated by the constitution?

## Conditions of Funding

1. Grants are made to meet the needs of Northstowe residents.
2. Each application will be assessed on its own merits.
3. Grants will only be made to groups which can demonstrate that they need financial help.
4. Grants will not be made to individuals.
5. The organisation applying must be either not-for-profit or charitable. Applications from private organisations or SMEs will also be considered, but not if the intention is to make a profit or surplus and will be considered on a case-by-case basis. Grants will not be made to any groups which operate for private gain.
6. Grants will not be made for religious or political activities unless unrestricted community benefit can be demonstrated.
7. Grants will not be made to projects that discriminate on any grounds.
8. 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.
9. Grants are made to encourage development of new activities and projects, or to help with the costs of one-off expenditures. Grants to cover deficits in any fixed costs will not normally be considered.
10. Grants will not be made retrospectively.
11. The grant awarded by the Council will be spent only on the purpose for which it was intended and applied for, unless the written approval of the Council has been obtained for a change in use of the grant monies.
12. Typically only one application for a grant will be considered from each organisation in any one financial year.
13. Ongoing commitments to award grants or subsidies in future years will not be made. The Council does not intend to subsidise community groups in perpetuity.
14. Grants are normally made for one year's expenditure at a time and should be spent within the year for the purpose for which they were given.
15. Any unspent portion of the grant must be returned to the Council by the end of the year after it was awarded, unless the written approval of the Council has been obtained for a change in use of the grant monies.
16. Groups will be required to return grant aid if they close, if a project or services funded by the Council is not satisfactorily provided, or if the money is not spent as described in the Conditions of Funding.
17. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
18. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque or authorise any online payments.
19. The Council may request, at any time, information to carry out checks on financial health of the organisations applying, as well as to obtain organisation's key documents including any relevant policies, to ensure the Town Council's financial and reputational risks are covered.
20. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

21. Recognition of the grant from Northstowe Town Council must be made in any publicity related to the works funded or part-funded through the grant, and be included in the organisation's annual report.
22. A brief evaluation report will be submitted to the Council within 3 months of delivery of the project (a template will be available from the Clerk on request).
23. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137 (or – when relevant – through the Council's General Power of Competence, under the Localism Act 2011, ss1-8).

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## APPENDIX A

### Northstowe Town Council - Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by requested documents in the list at the end of this Appendix.

1.	Name and full address of organisation applying:	
2.	Name of key contact, with full address (if different from above):  Position held in organisation:	
3.	Contact Details for key contact	Email:  Telephone No:
4.	Type of organisation applying	Please delete as appropriate  a) Registered Charity If so, please state your Charity No.:  b) Community Interest Company  c) Limited by Guarantee Company; if so, please state Company Number:  d) Unincorporated local group  e) Branch of a national organisation  f) Other; if so, please specify:
5.	Briefly describe the aims and objectives of your organisation, and the usual activities/services you provide.	
6.	5a. How many committee and overall members are in your organisation?  5b. What percentage of members live in Northstowe?  5c. Is membership/support open to any resident of Northstowe, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reasons:	
7.	Amount of grant requested	£
8.	8a. Total Project Cost	£

	8b. If the total cost of the project is more than the grant requested, how will the remainder be financed?	
9.	Have you applied for grant for the same, or to match the same, project to other organisations?  If so, which organisations and how much have you applied for (with information on the current status of other applications and expected decision dates)?	
10.	Why would you need funding from the Town Council, and what would happen if this would not materialise?	
11.	Proposed timeline for project delivery 11a. Start date:  11b. End date:	
12.	Details of the project or activity for which grant funding is sought.  You should explain clearly and simply the purpose for which the money will be used, enclosing any drawings or other explanatory information if appropriate. Include here also any break-down of the project costs, or attach a separate overview to this end. Continue on a separate document and attach if necessary.	
13.	What is the need for the project, and how do you know this?	
14.	Who will benefit from the project?	
15.	How many of those who will benefit from the project are Northstowe residents? Please also explain if, and how, different sub-sections of the community will benefit in different ways.	
16.	Provide an explanation whether and in what way you see the grant leading to a lasting benefit for the Northstowe community.	

17.	How do you intend to promote Northstowe Town Council as grant provider as part of project delivery?	
18.	Bank Details If Grant approved can be paid directly.  Bank Name:  Account Number:  Sort Code:  Account Name:	
19.	Is there anything else you wish the Town Council to take into account when considering this application?	

**Please also attach the following information, where requested or relevant:**

<b>INFORMATION NEEDED</b>	<b>SUPPLIED (Delete as appropriate)</b>
A copy of your organisation's written constitution. Also include a list of Officers, where applicable.	Yes/No
(If available): A copy of your most recent annual report.	Yes/No
<i>Either:</i> Your organisation's latest audited accounts, showing the organisation's income, expenditure and level of balances. <i>Or:</i> If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.	Yes/No
A copy of the most recent bank statement.	Yes/No
(where relevant): Organisational Safeguarding Policy - if children and young people up to 18 years of age, or vulnerable adults, are involved, or could become involved in in any activities or events managed by your organisation.	Yes/No
Any other relevant policies and key documentation you may have and need for project delivery (e.g. Health and Safety; Equal Opportunities; Public Liability Insurance; etc).	Yes/No If yes, enclosed are:
(Where relevant – NB: three (3) estimates are required for any work in excess of £2500): Copies of any estimates available. If the grant is approved these will need to be seen before funds are released.	Yes/No
Please attach any additional information that may assist the Council in reaching its decision. If you have a Budget and/or Business Plan that shows the inclusion of the project, consider supplying this as well.	Yes/No If yes, enclosed are:



**Signatures**

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom *must* be the Chairman, Secretary or Treasurer.

*We confirm that the information given in this application is accurate and that the organisation undertakes to inform Northstowe Town Council immediately of any changes in the organisation's circumstances that would affect this application.*

*We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report will be submitted to the Council within 3 months of project delivery.*

**The signing and submission of the Grant application form constitutes acceptance of the above statements and conditions.**

For and on behalf of (organisation):.....

Signed (1).....

Name (1).....Position.....Date.....

Signed (2).....

Name (2).....Position.....Date.....

**The application form should be signed and returned to :**

**Mr M. Nokkert**

**Clerk to Northstowe Town Council**

[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

For delivery of hard copies please contact the Clerk at above email or call on 07724588949

## Document History

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First draft by Clerk.	17 <sup>th</sup> February 2022	V1.0
Draft to Finance and Governance Committee for discussion (item 58/21-22).	22 <sup>nd</sup> February 2022	V1.0
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Review Date	11 <sup>th</sup> May 2022	

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