



# Shipston-on-Stour Town Council

## Community Grants Policy

### GUIDANCE NOTES

#### **1. Who can apply?**

Local community groups, voluntary organisations and sports/recreational clubs. All must be of a non-commercial nature.

The paramount concern of the Town Council is that any grant application must be seen to be of benefit to residents of Shipston.

#### **2. How can the grants be used and how are they decided?**

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant.

The Finance Working Group of the Council considers all grant applications and makes recommendations to the full Council for a final decision. The Council will decide applications in October / November; payment will be made during the following financial year.

#### **3. When and how should an application be made?**

Under the Council's grant policy all grant applications are considered at the same time.

The Council's financial year runs from 1st April to 31st March. Applications can be made at any time, but will be considered in October/November of one year shortly before the Council decides its budget for the following year.

Applicants will be notified around December of whether their grant bid has been successful, in whole or part. The grant will be paid in the following year, the exact timing being dependent on the grant conditions. (Sometimes, for example, the Council will wish to see proof that work is complete or substantially complete before paying the grant. On other occasions, with smaller grants and/or smaller organisations, money may be paid, at least in part, in advance of costs being incurred.)

An example might be:- Organisation makes an application for grant aid. Application, costings etc., made in advance, perhaps in August 2014. Considered by Council in November, organisation notified whether successful in December. Payment made upon receipt of invoice following 1<sup>st</sup> April, 2015. All applications are to be made on a form which can be obtained from the Town Clerk.

**You are advised to photocopy your application for future reference.**

#### **4. What is required with the application?**

- Full copies of signed, certified and audited accounts for the last two years, if your organisation has been in existence for that period, plus recent bank statements for last 3 months. All these should be signed by a member of your organisation, indicating the position he/she holds within the organisation.
- More recently formed organisations should provide best supporting documents they can and explain if accounts and bank statements are not available.
- A budget plan for the project and some supporting evidence.
- A copy of your organisation's Constitution, Terms of Reference or Rules.
- Evidence of other awards towards the project, eg lottery funding, other bodies.

**Remember the application could be delayed or turned down if full details are not provided.**

#### **5. What the Council will not fund**

- Organisations or activities which do not substantially benefit Shipston residents.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the religious organisation and that the application will be of benefit to the community.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency. However some form of matched/joint funding might be considered.
- National charities or bodies, unless there is a clear benefit to residents of the town.
- Organisations or activities which are primarily commercial in nature.

## **6. Grant conditions**

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.
- Organisations must contact the Council before disposing within 2 years of any land, equipment or resources purchased or part purchased with a grant from the Council.
- The Council reserves the right to monitor the use of the grant and the organisation must allow reasonable access to premises/accounts upon request from the Town Clerk. It is also a requirement for a report to be given to the Council six months after the grant is awarded and shortly after the project is completed and in any event within 2 years of the award. The Council may require that a representative of the Council attends an appropriate committee or the governing body of the organisation.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. The Council may require a plaque or similar notice to be displayed.
- The Town Council seeks to obtain “best value” and “local preference” providers of goods and services where possible, generally by obtaining three competitive quotes for goods or services. The Town Council expect applicant Organisations to use this procedure where appropriate.
- To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth Club) and political or religious persuasion. Efforts must be made to welcome all Shipston residents.
- Normally only one grant per year, though exceptions may be made.
- More than one project may be included in a grant, an application form should be completed for each project.

**Should any of these conditions not be met it may result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.**

## **7. What to do now?**

Apply to the Town Clerk for an application form.

Tel: 01608 662180 or email: [clerk@shipstononline.org](mailto:clerk@shipstononline.org)