



SHEPTON MALLET TOWN COUNCIL

COMMUNITY GRANT SCHEME POLICY

Grants: Over £2,000 and for activities/services that are not a one-off

Policy Reference Number: 1930

AUTHOR: Town Clerk

RESPONSIBILITY: Policy and Resources Committee

GRADE: Three – Low

DATE ADOPTED: 14th January 2020

REVIEW DATE: Every 3 years – January 2023

AMENDMENTS:

1.0 Introduction

This policy sets out how Shepton Mallet Town Council will manage applications from organisations who are seeking funding from the Town Council for a service, project, event, activity or other purpose.

2.0 Review Statement

2.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The council will continue to review and amend all/part of this policy on a regular basis. It is the applicant's responsibility to ensure that the copy of the policy being referred to is the most up-to-date version.

3.0 Equality

3.1 In putting this policy into practice, no aspect of the policy will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste or any other grounds likely to place any particular member of the community at a disadvantage.

4.0 Definitions

4.1 Grants:

A grant is for a specific purpose, with specific terms and conditions. It might be for more than £2,000 and/or might be requested over more than one financial year. The money might be given in stages, subject to satisfactory completion of the first stage of the project. A grant will invite collaborative working between the town council and the recipient organisation.

4.2 Donations:

A donation is a free and unrestricted financial contribution. They are under £2,000 and are given on a one-off basis only. There will be some basic conditions, such as giving credit to the town council in publicity and giving a report on how the money was spent.

4.3 Please be clear when you apply that you determine whether you are applying for a grant or a donation, as they are processed in different ways and on different occasions during the year. If you are unsure, please contact the office (details at the end of the policy) to speak to a member of staff about the process before submitting your application. If you would like help completing the application form, please contact the office and someone will be happy to assist you. A meeting can be arranged in advance of you progressing your project, to assist with the application. The office holds information on other organisations that you can apply to for funding.

5.0 Aims of the Grants Policy

5.1 To provide financial support to organisations who work to improve the quality of life for residents by supporting the Town Council's objective:

- 5.1.1 To provide services, facilities and activities which promote and support health and wellbeing
- 5.1.2 To support community involvement in local arts and cultural activities which benefit the residents of Shepton Mallet
- 5.1.3 To support community participation in local sports and leisure activities to enable clubs to develop and thrive
- 5.1.4 To facilitate access and sustainable transport schemes by community and volunteer activity
- 5.1.5 To maintain and enhance opportunities to create a green, clean and safe environment, including biodiversity and sustainability

6.0 **Principles**

6.1 Shepton Mallet Town Council has adopted an Environmental Policy that has the following principles and it asks you to adhere to these principles when delivering activities/services that rely on funding from Shepton Mallet Town Council:

6.1.1 To do all it can, in and around Shepton Mallet, within its powers and resources to protect and enhance the well-being of local people and all that comprises the natural and built world (our environment)

6.1.2 To be committed to the principle of sustainability. This means avoiding unnecessary energy use or waste and restricting its use of resources to avoid contributing to climate change or other ongoing damage to ourselves or our environment. Accordingly, it will at all times seek maximum sustainability in all its dealing affecting the environment.

7.0 **Scheme Governance**

7.1 The Community Grants Scheme is managed by the Town Clerk, with the day to day administrative process delegated to the Responsible Financial Officer.

7.2 Shepton Mallet Town Council has assigned responsibility to the Policy and Resources Committee to consider applications and, working against a pre-determined criterion, to make an award. The Town Council works within a GDPR framework and will respect the confidentiality of individual, personal data and sensitive personal data.

7.3 On receipt of an application it will be scrutinised by the Responsible Financial Officer, using the criteria as laid down in the policy. Applications which meet the criteria are submitted to an annual committee meeting in November. At this meeting Councillors will consider all requests for grants and will make a recommendation to full council as to the level of budget that is required to meet these requests. Full Council will determine at its budget setting meeting (in either December or January) if the council can afford to support these requests. If council does support the requests, then funds will be made available in the new financial year which commences on 1 April. Applicants are invited to attend the meeting at which the application will be considered. Applicants will be kept informed of the process and the outcome of each application. Conditions will be applied to the award and a Service Level Agreement might be entered to, if appropriate. This will be agreed prior to approval and the award being made.

8.0 **Monitoring**

8.1 In order to ensure value for money and good use of funding, successful applicants will be subject to monitoring. This will involve a request for an annual report, or project completion form, detailing expenditure outcome and other qualitative results.

9.0 **Recognition**

9.1 The Town Council requests that recognition is given to Shepton Mallet Town Council in publicity and publication.

10.0 **Criteria**

10.1 The Community Grants Policy is aimed at supporting applications that can meet the following criteria. This checklist is used on receipt of application. If evidence is missing, or the criteria is not achieved, the applicant will be contacted and asked to resubmit the form with further evidence.

Equally, the application might be dismissed at this stage for either failing to meet the overall aims of the scheme or providing insufficient information.

Criteria	Evidenced?
a) There is evidence that the community or volunteers will benefit from the services, event, project or activities, rather than an individual or small number of individuals. The project must encourage community involvement	
b) The service, event, project or activity must make a difference to the quality of life for residents in Shepton Mallet	
c) The organisation has made a well justified statement in support of the application	
d) The service, event, project or activity contributes to the objectives of the town council and gives free access and accessibility to all sections of the community	
e) The service, event, project or activity represents value for money (include photos, plans, project costs)	
f) The organisation is non-profit making	
g) The organisation has demonstrated financial need (through providing either bank statements for an established organisation, or business plan and comprehensive budget (with quotes) for a new organisation)	
h) There is evidence, with supporting documentation, that the organisation has sought to generate income from other sources	
i) The organisation has a bank account in its own name with at least 2 cheque signatories, or has agreement for monies to be held in trust by another recognised organisation	
j) The organisation has a constitution or similar (terms of reference) and a committee structure	
k) Where this is a start-up, notes of meetings are provided to demonstrate that this idea has been considered by others than just the applicant	
l) The organisation has provided the name of one other person in the organisation who is part of the decision making process	
m) The organisation is able to give recognition to Shepton Mallet Town Council through its publicity and publications	
n) The organisation is prepared to provide feedback to the town council on how the grant was used, through its monitoring and feedback form	
o) The organisation has provided a copy of the organisation's equal opportunity statement and environmental impact assessment.	

11.0 Application Process

11.1 Who can apply for a donation?

The Community Grants Scheme exists to support organisations which require financial assistance over the value of £2,000. It accepts applications from the following:

- Charitable Organisations which are furthering specific charitable objectives
- Advice organisations that offer support and assistance to the residents of Shepton Mallet
- Community Interest Groups
- Sports Clubs and Arts Groups
- The scheme also assists start-up organisation, who will become one of the above in due course
- The organisation must be based in Shepton Mallet or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in Shepton Mallet.

11.2 What can the grant be used for?

Grants will be used to assist with capital projects (assets that have long lasting benefits) or for the running cost of a service, community event or project. The grant is not to be used for repairs or routine maintenance to buildings, or hospitality. Grants are not available for individuals or sponsorship.

11.3 How much money is available?

Only one application from any group or organisation will be considered by the Town Council in any financial year. The Town Council maintains a register of successful applications to prevent multiple awards being made to the same organisation or to different organisation but for a similar event or activity.

This scheme is different to the Community Donation Scheme, in that there is no specific fund and each application will be considered on merit at an annual meeting. You might not get the full amount that you requested, depending on the other applications that need to be considered and the availability of council funds.

11.4 What will not be considered for a grant?

- General appeals (eg national or international disaster funds)
- Individual requests
- Commercial enterprises which aim to generate a profit
- Projects that discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

11.5 When does the applicant apply for a grant and what are the requirement of the application?

11.5.1 The Policy and Resources Committee will consider applications for grants at one meeting each year in November. The dates of the meeting will be on the council's website and are available from the office. Applications must be received three weeks before the meeting date.

11.5.2 The Town Council's application form must be used. Applications must not be submitted, or endorsed, by members of staff or councillors of Shepton Mallet Town Council. Applications must include the necessary evidence to support the application, as listed in the criteria.

11.5.3 Applications must be made in advance of any new event, activity or project commencement date.

11.5.4 If the organisation is relying on the grant from the Town Council, it should not commence the activity until the award of a grant has been confirmed in writing.

11.5.5 If the group is unable to use the grant for the stated purpose and within the stated timescale, the town council must be informed and the monies must be returned.

11.5.6 The grant must only be used for the purpose for which the application was made and which will be agreed in a Service Level Agreement, as appropriate. The Town Council will ask for feedback at the appropriate time. Where projects span more than a 12-month period, an interim report will be required.

11.5.8 Where a grant for a project is relying on match funding from other organisations, the funds will not be released until written confirmation has been received that a previously agreed target has been achieved.

11.5.9 All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in this policy. All sections of the application form must be completed and returned with the necessary documentation, not later than 3 weeks prior to the meeting. Applicants will be invited to the meeting to give a brief overview of the application and to answer any questions of the committee. You are encouraged to attend at this can assist your application.

11.6 Receipt of grants

Grants will not be paid to an individual. If an organisation does not have a bank account, the organisation can arrange for another community organisation to receive and hold those funds. On occasion, the grant might be paid in instalments.

12.0 Application Check List

12.1 The following check list has been prepared to assist with the completion of the grant application form. Applications are advised to read the list before submitting the completed application form

- Are you aware of the date of the meeting and have submitted the application more than three weeks in advance of the meeting at which you would like your application to be considered?
- Have you answered all sections of the form?
- Have you been clear on the amount of grant required?
- Does the application set out how the organisation meets the criteria?
- Have you enclosed your organisation's constitution, or set of rules?
- Have you included a project outline, business plan, photos, quotes as required?
- Have you, and one other within your organisation, signed the statement on the last page to certify that all the details are correct?

13.0 Contact Details

Shepton Mallet Town Council, 1 Park Road, Shepton Mallet, Somerset, BA4 5BS

www.sheptonmallet-tc.gov.uk

info@sheptonmallet-tc.gov.uk

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