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GRANTS POLICY

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Author: Deputy Town Clerk

Responsibility: Arts, Culture and Tourism

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1. Introduction

- 1.1** Shepton Mallet Town Council (hereinafter referred to as SMTC) is committed to providing support to community groups and organisations working in the town to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the town.
- 1.2** The Council recognises the significant contribution made by the voluntary and community sector and other not for private profit organisations in delivering services and projects that add value to the Council's priorities for the town.
- 1.3** In recognition of this contribution the Council seeks to establish and maintain a positive working relationship with local organisations, including, where appropriate, the provision of grant aid/financial support etc.
- 1.4** Any provision of grant funding from SMTC will seek to support activities that are 'open to all' and do not exclude or discriminate any specific group of people, as defined by the Equality Act 2010.
- 1.5** SMTC will not authorise the award of a grant which goes against the council's policies or seeks to reverse a previous council decision.
- 1.6** This policy sets out the terms and conditions under which funding applications to the council should be made, the criteria for the award, and the context in which applications will be considered.

2. Grant Programs

- 2.1** The Council operates three different grant programmes:
 - a. One-Off Small Grants – revenue only from £1 to £500 (One-off meaning in relation to a particular project not in any one financial year).
 - b. One-Off Large Grants – revenue and capital £501 to £2000
 - c. Strategic Grants – where the council will provide funding for more than one year and supported with a Service Level Agreement (SLA). These will be awarded in exceptional circumstances where the council wishes to commission a service/organisation that it believes is critical to the wellbeing of the Town

3. Eligibility

- 3.1** Applications will be accepted from organisations that are:

Not-for-private-profit such as, but not limited to:

- a. Registered Charities (registered with the Charity Commission and that have a charity number)
- b. Unincorporated Associations (includes small volunteer led community groups, sports/hobbies groups, residents' groups, playgroups, youth clubs etc.) that have a simple constitution such as Terms of Reference
- c. Community Interest Companies (CIC)
- d. Charitable Incorporated Organisations (CIO)
- e. Schools/Academies (providing the activity is beyond their statutory responsibilities)
- f. Social Enterprises
- g. Faith based organisations (where the application is for something that demonstrates wider community benefit)
- h. Be for the benefit of residents of Shepton Mallet
- i. Be able to demonstrate financial viability by providing details of income and expenditure and, where

relevant, demonstrate compliance with previous grant conditions.

- j. Have an open-door membership policy and provide services that are accessible to all. This does not preclude equality specific organisations (e.g. single gender, faith based, LGBTQ+ or BAME) from applying as long as they can demonstrate that they also comply with the Equality Act 2010.
- k. Are formally constituted with a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related.
- l. Be able to demonstrate financial need and that other sources and options for funding have been considered.
- m. Be able to demonstrate that the award of a grant provides 'Additionality' to the core service of the group/organisation (except in the case of an organisation seeking a Strategic Grant – see Clause 2.1.c.) *(The principle of 'additionality', decrees that money should go only to projects that would not have gone ahead without additional funding)*

3.2 In the case of projects that involve work on a building or outdoor space (capital), the group or organisation must:

- a. Own the freehold of the land or building, or have a lease which cannot be ended by the landlord for at least five years after the work has been completed.
- b. Have the relevant permissions/ licenses in place (e.g. planning consent).

3.3 In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:

- a. Have a safeguarding policy.
- b. Have completed DBS checks as appropriate.
- c. Have undertaken safeguarding training as necessary

3.4 The Council may support and provide financial assistance as outlined below:

ELIGIBLE for funding	NOT ELIGIBLE for funding
<ul style="list-style-type: none"> a. Activities b. Events c. Equipment d. Feasibility Studies e. Publicity and Publications f. Repairs and Maintenance g. Site and Building works h. Training/Workshops i. Travel and Transport (not overseas) j. Venue Hire k. Refreshments (not alcohol) 	<ul style="list-style-type: none"> a. Retrospective funding e.g. items already purchased or events that have already happened. b. Ongoing revenue funding (core funding) except in the case where an SLA is appropriate (see Clause 2.1.iii) c. Purchase of Alcohol d. A service that the state is obligated to provide. e. Charitable donations. f. Contingency cost, loans, endowments or interest. g. Land or building where ownership (freehold or eligible lease) is not yet established. h. Political or religious activities. i. Purchase of items on behalf of another j. Recoverable VAT

4. Application Process

- 4.1 All requests for funding must be submitted on the relevant Community Grant application form along with all the required supporting documentation.
- 4.2 The forms are available from the Council’s website, www.sheptonmallet-tc.gov.uk/community-grants/ (Wherever possible this should be completed and returned electronically to info@sheptonmallet-tc.gov.uk.)
- 4.3 In the case of longer-term funding supported with an SLA, an approach will either be made by the council or an organisation should contact the Town Clerk in the first instance to initiate a dialogue. (Opening a discussion does not mean that an organisation will necessarily be awarded long-term funding/SLA.)
- 4.4 Application deadlines are published on the Council’s website.

5. Assessment Criteria

- 5.1 All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of Shepton Mallet
- 5.2 One-off Small grants are assessed by a relevant officer of SMTC and a decision made in consultation with the Chair of the relevant committee.
- 5.3 One-off Large Grant applications will be subject to an initial desktop assessment with decisions made by the relevant Committee informed by an officer report and recommendations.
- 5.4 The assessment process will use three main criteria:

Feasibility Assessment	Priority Assessment	Economic Assessment
<ul style="list-style-type: none"> • Does the subject of the grant application benefit residents of Shepton Mallet? • Will it be spent within 12 months of receipt of the funding? • Does the organisation have clear and robust governance in place – properly constituted, a board/management group, appropriate policies in place 	<ul style="list-style-type: none"> • Does the project fulfil an evidenced need? • Does the project contribute towards the achievement of any of the Town Plan priorities? 	<ul style="list-style-type: none"> • Does the proposal provide good value for money? • Does the applicant have a bank account and can it provide recent annual accounts or an annual budget? • Is the applicant organisation solvent? • Does the applicant organisation have more than sufficient reserves from which it could fund the activity/project itself?
Other areas for consideration, which will strengthen an application:		

- Collaborating with other groups involved in this type of work.
- Efforts to seek additional funding from other sources
- If the organisation has not applied to SMTC in the past or for a long period of time

6. Conditions:

- 6.1** Grant monies awarded must only be spent on activities as described in the application and within one year of the award.
- 6.2** In the case of an SLA the release of funding beyond the first year will be subject to satisfactory performance reporting on a 6 monthly and/or annual basis as agreed by the Policy and Resources Committee.
- 6.3** The Council will require details of how the grant was spent, and in the case of capital projects or the purchase of equipment the provision of receipts, within one year of it being granted.
- 6.4** Grant recipients may be requested to report back to the relevant committee either by presentation or writing.
- 6.5** Any unspent funds must be returned to the Council.
- 6.6** Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

7. Data Protection Act 1988 Information

- 7.1** In signing the application form, you give permission for Shepton Mallet Town Council to use the information that you provide;
- for establishing your entitlement to a grant.
 - inclusion on a computerised register maintained by the Town Council;
 - and, during the life of a grant, if awarded, to administer and analyse applications and grants.
- 7.2** The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

8. Contact Details

- 8.1** Please submit all enquiries and completed application forms to the offices of the Council. You can contact the Clerk or Officers by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Town Council Offices, 1 Park Road, Shepton Mallet, BA45BS

Office Open Hours - Tuesday, Wednesday, and Thursday 9am – 4.30pm

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