

# SAINT IVES TOWN COUNCIL



## GRANTS POLICY

St Ives Town Council awards grants to voluntary and community groups, which in the opinion of the Council is in the interests of the town of St Ives and / or its residents and will benefit them in a manner commensurate with the expenditure. This document gives the Town Council's general funding principles and details its expectations of all groups in receipt of grant aid.

St Ives Town Council 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

With this in mind St Ives Town Council operates 3 different grant schemes to ensure it is fully inclusive, meets the needs of groups and organisations, whilst ensuring it is accountable and transparent on how the grant monies are allocated and spent. The three schemes are: -

- Start-up grants – for those groups that have been in operation for less than 12 months and may need 'seeding' money to get them started. There is no limit on the amount that can be requested but it is expected that it will not exceed £500
- Small grants – up to £1000 for one off projects or events. It is expected that these grants will only be granted for a maximum of 2 years and the groups will not become reliant on on-going grant funding
- Community Grants – over £1000 for one off and/or annual events.

It is expected that any grant given will: -

- Help the town's voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed by the town's residents via the voluntary sector
- Support organisations which meet the needs of people experiencing social and economic difficulties and;
- Ensures that there is equality of access and opportunity for all town residents to the services and funds it provides

### 1. Who can apply?

Any local voluntary organisations, community groups and sports/recreational clubs based in the town that operate on a not-for-profit basis are eligible to apply. This includes play groups, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs etc. This list is not exhaustive but all groups must be open to the whole community. Ultimately the group must –

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

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

## **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 Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- How the organisation is managed.

## **3. How and when should an application be made?**

All applications are to be made yearly on the relevant form which can be obtained from the Town Hall or its website. Submission dates for the grants differ and are shown on the website. In general, the following dates should be considered: -

- Small Grants – by the end of March of the year the grant is required for. These will be considered at the April Council meeting and a decision given within 2 weeks of the meeting
- Community Grants – by the end of October preceding the year in which the grant is required for. These will be considered at the December Council meeting as part of the Councils budget setting process. A decision will be given to the group by the end of January and the funds transferred to the group during April.
- Start-up grants can be submitted at any time and a decision should be made within 4-6 weeks of the request being received.

Organisations are advised to take a photocopy of the completed application form for their own reference.

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

- A copy of the organisation's constitution, set of rules or statement of aims and objectives.
- Copies of accounts for the last year. Those applying for start-up grants should provide the best supporting documents they can. Documents could include: bank statements, management accounts, business plan / budget.
- A copy of the groups Public Liability Insurance
- Supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.
- Copies of the minutes of the last AGM and latest meeting.

## **5. What will not be funded?**

- Organisations or activities which do not substantially benefit the residents of the Town.
- Organisations or activities which are primarily commercial in nature.
- Organisations which have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency. However, some form of matched/joint funding may be considered.
- Religious or political activities unless unrestricted community benefit can be demonstrated.
- Loan repayments.
- Retrospective applications where the activity or project has already been carried out.
- Groups that are already receiving financial support directly or indirectly from the Town Council.

## **6. What are the conditions of a grant?**

- The grant can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- If the organisation requires a change of the purpose of the grant, the Council's prior approval must be obtained.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
- Should for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be repaid.
- Recognition of the grant from St Ives Town Council must be made in any publicity.
- The organisation being awarded the grant is required to submit a report detailing how the grant was used and the impact it has made or a progress report in the spring the following year and may be expected to attend the Annual Town Meeting to show the community how the money was spent.
- Organisations can normally only make one application per year, though exceptions can be made.
- Organisations should make all reasonable efforts to match the funds supplied by means of donation or sponsorship and provide evidence of how this was done.
- Recruit and support volunteers where appropriate

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