

# **KIDSGROVE TOWN COUNCIL**



# **COMMUNITY GRANTS POLICY**

# Kidsgrove Town Council

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## Community Grants Policy

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## **INTRODUCTION**

Kidsgrove Town Council has a commitment to encourage, support and promote volunteer organisations and charities within its boundary and for the benefit of the community and area. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

Community grants come from the precepted money and as such is public money. It is therefore important to ensure that grant expenditure is open and transparent. In awarding funding, the council seeks to ensure that the allocation of funding is proportionate to the number of residents benefitting from the award.

Decisions related to Community Grants will be made by Full Council or, for lesser amounts, by a relevant committee as outlined in this policy. The policy acts as both a guideline for applicants and councillors when considering applications.

Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

## **GRANT SCHEMES OUTLINE AND ELIGIBILITY**

The Town Council operates two separate grant policies:

The Small Grants Scheme is for grants of a value up to £500. Applications for this scheme may be considered by the Finance and General Purposes Committee or otherwise by Full Council.

The Large Grants Scheme is for grants of a value in excess of £500. Applications for this scheme are may be initially considered by the Finance and General Purposes Committee but can only be approved by Full Council.

Proposals must provide a benefit to residents within the Town Council's boundary.

Applicants must have a bank account in the organisation's name.

The Town Council will not fund hospitality, salaries or projects. In addition, applications from parties with any party political links, from groups which the Council considers to be of a controversial nature within the Community or from groups which are considered to be unfairly discriminatory in any way will not be considered.

The Town Council will only consider one application from an organisation within any financial year.

The Town Council only provides grants to organisations and does not provide grants to individuals.

## **APPLYING FOR A SMALL GRANT**

- a) Applications should be made on the Kidsgrove Town Council application form which can be found on the Town Council website or by contacting the office:

**Townclerk@kidsgrovetowncouncil.gov.uk**

**01782 782254**

All the information requested should be included with the form. An application will not be considered by the Finance and General Purposes Committee or Full Council until all requested information has been received.

The completed form and further information should be returned to the Kidsgrove Town Council Office by post, email or in person.

The Clerk, upon receipt of the application, may ask for extra information before the item being considered by committee or Full Council.

The following information must be submitted in addition to completing the form:

- Quotations or other evidence of cost for any proposed purchases over £100
- Where expenditure on a single item would exceed £100 the applicant should demonstrate that best value has been sought; this may be by submitting more than one quotation.

If requested, a representative of the organisation should attend the committee meeting or Full Council meeting where their grant will be considered to answer any questions which may arise.

There may be occasions when consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

## **APPLYING FOR A LARGE GRANT OVER £500**

- a) Applications should be made on the Kidsgrove Town Council application form which can be found on the Town Council website or by contacting the office:

**Townclerk@kidsgrovetowncouncil.gov.uk**

**01782 782254**

- b) All the information requested should be included with the form. An application will not be considered by committee or Full Council until all requested information has been received.
- c) The completed form and further information should be returned to the Kidsgrove Town Council Office by post, email or in person.
- d) The Clerk, upon receipt of the application, may ask for extra information before the item being considered by committee or Full Council.
- e) The following information must be submitted in addition to completing the form:
- Constitution or other evidence demonstrating the governance of the organisation.
  - The previous two years' accounts.
  - The copy of a recent bank statement – within 3 months.
  - Quotations or other evidence of cost for any proposed purchases over £100
  - Where expenditure on a single item would exceed £100 the applicant should demonstrate that best value has been sought; this may be by submitting more than one quotation.
- f) A representative of the organisation must attend the committee or Full Council meeting where their grant will be considered to answer any questions which may arise.
- g) There may be occasions when consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

- h) The deadline for the receipt of applications for large grants in each financial year will be set by the Clerk and displayed on the website as soon as practically possible each year.

## **GRANT EVALUATIONS**

Recipients receiving a grant in excess of £200 shall provide an evaluation within twelve months of receipt of the grant on the prescribed form to be found on the Council website from the Town Council office.

Receipts for all expenditure above £100 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

## **CONDITIONS OF GRANTS**

An application under both schemes shall indicate agreement to the following conditions:

- a) Recipients shall complete an evaluation as required.
- b) The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- c) Recipients are expected to positively promote the Council.
- d) Recipients should acknowledge the financial support received from the Council in any press releases and publicity that the organisation issues. The Council will provide logos for use to indicate its support.
- e) Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within the previous two years.
- f) The Council may apply any additional conditions it deems necessary as part of the grant award.

## **RECEIPT OF GRANT**

- a) Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant
  - b) Payments shall be made to the organisation within four weeks of receipt of the agreement.
  - c) Payments shall only be made to an organisation. The Council will not issue grants to an individual.
- Approved at the Full Council Meeting dated:

Minute Reference:

Date:

Chair:

Clerk: