

## **Policy/Procedure Award of Grants**

### **1. Introduction**

The grants' process is an annual distribution of funds, as declared in the budget, for community-based projects. This document deals with the award of these funds. The strategy for dealing with larger grant requests is dealt with separately in another policy document.

### **2. Selection Criteria**

#### **2.1 Who can apply?**

2.1.1 The council will consider grant applications from community groups and organisations that provide services and opportunities for the community of Honiton.

2.1.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include: a group or organisation with charitable purposes, a charity, or a not-for-profit company.

2.1.3 Groups that are part of a larger organisation can apply for funding through that larger organisation provided that this is clearly stated on the application form. The larger organisation is permitted to submit applications for these groups, but they must be clearly defined, separate projects.

2.1.4 Applications will not be considered from grant-making organisations (those who give away money themselves), profit-making organisations and companies, or individuals.

2.1.5 Any organisation in receipt of a major grant from the town council cannot apply for a minor or medium grant during the period of the major grant.

#### **2.2 How much money can be applied for?**

2.2.1 Normal applications can be submitted for any amount up to £5,000. Amounts over this figure should be considered by the council on an individual basis.

2.2.2 Grant applications must include project costs accompanied by supporting documents.

## **2.3 What can the grant be used for?**

2.3.1 The grant can be used for the purchase of materials and equipment, or the provision of a service that makes Honiton a better place to live, work and play.

## **2.4 What can't the grant be used for?**

2.4.1 Any costs not directly associated with the project.

2.4.2 Retrospective funding, i.e. money already spent.

2.4.3 To pay off debts incurred.

2.4.4 Costs that have already been funded elsewhere, i.e. no 'double funding'

## **2.5 Other**

2.5.1 Groups and organisations applying for a grant must:

2.5.1.1 Comply with the council's policy and procedure.

2.5.1.2 Complete an 'end of project' report.

2.5.1.3 Spend their grant money within the financial year.

2.5.2 Groups and organisations applying for a grant must also provide evidence of funding from other sources (including fundraising or applications to other grant-awarding bodies)

2.5.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources.

2.5.4 Applications for grant funding can be made in consecutive years. In such instances, the council will be mindful of the nature of an organisation's previous applications and the benefits gained from previous grants.

## **3. Application Process**

3.1 The application form will require the applicant to:

3.1.1 State the main activities of the organisation.

3.1.2 Provide details of the project they wish the council to fund.

3.1.3 Explain who will benefit from the grant and how.

3.1.4 Provide details of other grant applications and/or fundraising activities in relation to this project.

3.1.5 Confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding.

3.1.6 Demonstrate how they will inform others they have received funding from the council.

3.1.7 Include supporting evidence:

3.1.7.1 Provide full project costs, e.g. quotes, invoices, other grants

3.1.7.2 Provide copies of their governing document or constitution, if available

3.1.7.3 The application must be signed by two of the organisation's officers.

3.2 Applications for grants will require details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.

3.3 Payments will not be made to individuals or private bank accounts.

3.4 The application must be completed in full.

3.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

#### **4. Selection process**

4.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If organisations cannot clarify information or obtain missing information, an application will not normally go through to the next stage.

4.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

4.2.1 a simple grid to give an overview of all the grant requests. The grid will include any other funding organisations are in receipt of from the town council outside of the major or minor grants' policy.

4.2.2 a report that gives an overview of grant applications received that year and highlights issues members need to be aware of. The report will include any applications rejected. It will also include details of applicants from the previous year who did not claim their grant or did not report back on their grant.

4.3 An Extraordinary Full Council meeting will be called to consider the applications.

4.4 Members will be given the opportunity to review officer decisions and reject applications they consider do not meet the grants' criteria.

4.6 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## **5. Reporting process**

5.1 At the end of the project, organisations are sent an 'End of Project' form which will require them to:

5.1.1 Explain how successful the project was.

5.1.2 Explain who benefited from the grant and how many people it helped.

5.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.

5.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## **6. Timescales**

6.1 In a usual year, the timescale is:

6.1.1 End-January – Grants open for applications.

6.1.2 End-February – deadline for applications.

6.1.3 Mid-March/Early-April – final date for officers to have gathered and collated required info.

6.1.4 End-March/Early-April – Full Council approves grants.

6.1.5 1 April – successful applicants awarded funding; projects start.

6.1.6 End-February (of following year) – deadline for ‘End of Project’ reports (in time for considering new applications).