

## **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.

### **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. Applications must be for the benefit of Honiton residents.

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.

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

2.2.1 Applications can be submitted for any amount up to and including £5,000.

2.2.2 Grant applications must include project / activity 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.

2.3.2 The grant can be used as a contribution towards the costs of implementing a project 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:

- a. Comply with the council's policy and procedure.
- b. Complete an 'end of project' report.
- c. Spend their grant money within 12 months of the grant being awarded.

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 e.g. match funding from S106 agreements.

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:

- a. Provide full project costs, e.g. quotes, invoices, other grants.
- b. Provide copies of their governing document or constitution.
- c. 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 annual accounts and 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 or progressed, unless the delay is found to be in response to the actions of Honiton Town Council.

#### **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 assess applications and 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 grants' policy. [E.g. S106 Sports funding.]

4.2.2 A report that gives an overview of grant applications received that year and highlights issues Councillors 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. It will state the Grant application amounts set against budget provisions.

4.3 Members will be given the opportunity to review officer assessment and reject applications they consider do not meet the grants' criteria. Initially this will be done at a Councillor led (not public) Grants Panel (of councillors from the Finance & Policy Committee), prior to presentation to Full Council.

The Councillors Grant Panel may ask questions for clarification of applications at this time. The Grant Panel will then agree upon their recommendations for Full Council.

4.4 A Full Council meeting will be called to decide the applications. Applicants are invited to attend this meeting.

#### **5. Reporting process**

5.1 At the end of the project, organisations are sent an 'End of Project' form which must be returned and 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 (which may vary from year to year), the timescale is:

6.1.1 End-April – Grants open for applications.

6.1.2 End-June – deadline for applications.

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

6.1.4 Early September – Full Council approves grants. Every effort will be made to enable this Councils Decision to be made earlier in the year.

6.1.6 September – successful applicants awarded funding; projects start.

6.1.6 End February (of following year) - Applicants to provide an update on their spend of grant by end of February of the following year.

6.1.7 The deadline for the receipt of the End of Project report and the spend (by the funded organisation) of the Council's Grant funding, must be within 12 months of the Council paying the Grant e.g. September of the following year. However, a completed End of Project report must be submitted prior to any further Grant application, so this may be required sooner.