



GRANT AWARD POLICY AND APPLICATION

Introduction

Caistor Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

A grant is any payment or gift made by Caistor Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council.

Caistor Town Council has the General Power of Competence as granted in the Localism Act of 2011 and as such can offer unrestricted grants. However, the council will typically look more favourably on applications which are “in the interests of, or will directly benefit the area or its inhabitants, or of part of it, or some of it” and where “the direct benefit is commensurate with expenditure”.

Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the sustainability of the application.

Applications for grants will be invited and discussed twice a year during the town council meetings. Typically, in April and October, but may be deferred to later months at the discretion of the council

Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs, all of which must be of a non-commercial nature.

Any grant application must be seen to be of benefit to some or all residents of Caistor.

How much can be applied for?

Whilst there is no set limit on the level of grant which can be applied for, Caistor Town Council is a relatively small council with limited resources and therefore the amount available for grants is also limited. Typically grants will be restricted to a max of £1000, but the council may consider grants at higher levels where significant benefit can be demonstrated.

How can the grants be used and how are they decided?

Grants can normally only be used for capital projects and not for revenue support.

Caistor Town Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:



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- providing a service;
- enhancing the quality of life;
- improving the environment, and promoting the Town in a positive way.

The Town Council will hear the application and make a final decision. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards.

Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. At the Town Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

The availability of funds is dependent on the Council's overall financial position and the choices it makes when allocating its resources. It is not just the role of the Town Council to award grants. Where possible it actively encourages organisations to seek grants from other agencies to finance projects.

How should an application be made?

All applications are to be made on the form attached to this policy. Normally only one grant will be given in a Council fiscal year. Applicants are responsible for ensuring they are using the most up to date application form.

Ongoing commitments to award grants in future years will not be made.

A fresh application will be required for each application.

Applicants are welcome to attend the meeting where the grant applications are discussed.

What is required with the application?

- Full and complete copies of your accounts for the last two years, if available and if your organisation has been in existence for that period.
- A recent bank statement covering for last 3 months.
- A detailed budget plan and supporting evidence.
- A copy of your organisations Constitution, Terms of Reference or Rules (if available).
- The number, or percentage, of Caistor residents that the group supports.
- Details of any restrictions placed on who can use/access the organisation's services.
- If the organisation has had grant from the Council in the previous year, a full report of the previous award should be included.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies.



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- Caistor Town Council may require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders and justification if the cheapest quote has not been selected. The Town Council reserves the right to request proof of the tender process.

The following reasons will not be accepted as sufficient justification for why the applicant has not used the cheapest quote:

- the location of the supplier;
- the fact they have bought from a supplier before; or
- any offers the supplier makes about future service or maintenance of equipment.

What will not normally be funded

The following will not normally be funded:

- Private individuals.
- The activities of political organisations.
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community.
- General operational and maintenance costs.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Organisations that are the responsibility of another public body/agency, however some form of matched/joint funding might be considered.
- “Upward funder” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.

This list is not exclusive, and may be added to at the council’s discretion.

Grant conditions

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.



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Prior approval of the Council is required if any change of purpose of the grant is required.

Organisations must contact the Council before disposing of any equipment or resources purchased or part purchased with a grant from the Council.

The Council reserves the right to monitor the use of the grant, the organisation will allow reasonable access to premises/accounts upon request from the Town Clerk.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. To not do so could mean funding being withdrawn.

To be eligible for a grant an organisation shall not discriminate on grounds of racial origin, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth club), and political or religious persuasion.

Normally only one grant per year, though exceptions may be made.

More than one project may be comprised in a grant, though one completed application form per project is required. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

Reporting

All grants awarded will be subject to a 6 month 'report back' to Caistor Town Council as to the progress and/or community benefit.

Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.

Publicising the Grant

Caistor Town Council requires that grants are publicised.

The requirements will be set out in the grant agreement letter. Successful applicants will be required to:

- mention the grant in any press releases, online communications and websites; and
- display a poster, plaque, or billboard, depending on the amount of funding received and the type of investment, including the Caistor Town Council logo.

Non-compliance of publicity requirements is a breach of the funding agreement and may result in your grant claim being reduced, withdrawn or reclaimed.

Applicants must cover the cost of publicising the grant and this cannot be included in claims for grant reimbursement.



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Changes During the Grant Period

The applicant is expected to use the grant money to buy items as specified in the application and grant funding agreement. During the grant period, exceptional circumstances may arise where applicants need to change elements of a project.

Applicants must inform Caistor Town Council in writing immediately and where appropriate seek a contract variation.

Applicants must inform the Caistor Town Council about any changes to a project, for example:

- changes to use of buildings, equipment or any other assets bought with the grant;
- disposing of or selling any of the assets;
- closing, selling or transferring the business that's associated with the grant.

This applies during the project and for five years after the payment of the final claim.

Agreement to an amendment is not automatic and if the applicant goes ahead with a change that Caistor Town Council does not agree to, there may be an obligation to repay the grant or Caistor Town Council may withhold part or the entire remaining grant.



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Name of Organisation	
Total Membership of Organisation	
The number, or percentage, of Caistor residents that the group supports	
Please give details of any restrictions on membership to your organisation	
Amount of Grant applied for	
Purpose of Grant <i>(Please continue on another sheet if required)</i>	
Has funding been sought elsewhere and, if so, please give details	
If your organisation has had a grant from the council in the previous year please supply a full report of the award	
Any other comments in support of your application <i>(Please continue on another sheet if required)</i>	



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Bank details for payment of grant.		Sort Code:	
		Account No:	
		Account Name:	
Please tick below to indicate you have provided the following evidence to support your application. (Please note that the Council is unable to consider applications that are not supported by adequate financial documentation)			
Full copies of your accounts for the last two years, or explanation why not supplied		A recent bank statement for your organisation covering for last 3 months.	
A detailed budget plan and supporting evidence		Your organisations Constitution, Terms of Reference or Rules (if available)	
Please note that you are signing to indicate that you have read and understood the application process, policy, and that you will abide by the conditions and publication requirements of the grant, if made.			
Signature of person applying or the grant			
Applicants name and position within the organisation			
Contact Address			
Contact Email			
Contact Telephone Number			

The Application Form should be completed in full and must be submitted, together with any supporting documentation, to the Town Clerk, Michelle Moss.

Email: clerk@caistortowncouncil.gov.uk

Address: Caistor Town Council, Town Hall, 14 High Street, Caistor, LN7 6TX

Tel: 01472 476122