

# **Elloughton cum Brough Town Council**

**60 Welton Road, Brough, HU15 1BH**

**Write to: PO Box 124, Brough, HU15 1YH**

**Telephone: 01482 665600**

**Website: [elloughtonbrough-tc.gov.uk](http://elloughtonbrough-tc.gov.uk)**

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# **Grant Policy**

## **Document History**

Adopted by COUNCIL – 15<sup>th</sup> May 2023

To be reviewed – May 2024

**Philippa Beverley**

**Town Clerk**

## 1. Introduction

- 1.1 The Town Council wishes to fund projects and services that support organisations and groups that are based within, or that directly benefit, Elloughton cum Brough and its residents.
- 1.2 The Town Council usually maintains two grant schemes:
  - i. **Annual Grant Scheme:** This scheme is for funding of up to £500 and is determined at the same time as the budget for the next financial year.
  - ii. **Community Grant Fund:** This scheme is for funding of up to £500. It can be applied for at any point between 1 April and 31 January. Applications received after the 31 January will be considered in the new financial year.
- 1.3 Grant applications for the 2023-2024 Financial year will be looked upon favourably if:
  - i. New applicant who has not received a grant from the Town Council previously.
  - ii. If the aim of application is directed to support residents and community members throughout the current period of economic crisis.
  - iii. If the organisation can demonstrate they are also sourcing funding in addition to the Town Council grant.
- 1.4 Projects and services must support the aims of the Town Council which are:
  - i. Develop civic pride through activities which involves the community in heritage, arts, culture and leisure;
  - ii. Engage young people and address educational, recreational and training needs;
  - iii. Improve and enhance our community, 'green spaces' and physical environment;
  - iv. Encourage events and activities that will bring social and economic benefits to the Town Council's area;
  - v. Assist the development of sustainable initiatives that will benefit the community in both the short and long term
  - vi. Support and improve the health and wellbeing of the community, and;
  - vii. Strengthen community enablement.

## 2. Eligibility

- 2.1 When seeking funding, organisations must take into account the following criteria.
- 2.2 To qualify for a grant, organisations **MUST**:
  - Operate within the town council boundary;
  - demonstrate that the project or service benefits local residents and the community;
  - be a voluntary or community organisation, registered charity, community amateur sports club or a not-for-profit group that has a governing document and active management group;

- be able to provide proof of a bank or building society account in an organisations name with at least two signatures and where possible, a set of audited/approved accounts, and;
- have not already received a grant or financial assistance from the Town Council within the financial year for which funding is being sought.

2.3 Applications **WILL NOT** usually be considered for:

- Organisations that are not based within the Town Council's boundary unless they can show significant benefits for residents within the Town Council's boundary;
- Projects or services which do not involve, include or benefit residents within the Town Council's boundary;
- Individuals or organisations that are not properly constituted;
- General appeals, sponsorship or fundraising;
- National bodies or charities without a local link, or who are unable to demonstrate their effectiveness within the Town Council's area;
- Activities that are mainly of a political or religious nature, and/or;
- Organisations that have previously had an application turned down or received financial assistance within the current financial year.

### **3. General Conditions**

- 3.1 Organisations applying for the Annual Grant Scheme are advised to apply for no more than £500 as applications over this amount will not be considered.
- 3.2 Organisations applying for the Community Grant Scheme are advised to apply for no more than £500 as applications over this amount will not be considered.
- 3.3 Funds awarded to an organisation must only be used for the stated purpose for which it was applied.
- 3.4 The Town Council must be informed immediately if funds are unable to be used as stated in the application within the current financial year. All monies must be repaid unless an organisation formally writes to the Town Council to seek formal approval to vary the agreement.
- 3.5 Funds granted from the Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, might not be considered;
- 3.6 In cases where the grant funded project generates a profit, the profit must be used to the benefit of that organisation.
- 3.7 Any unspent monies must be returned to the Town Council.

### **4. Publicity Guidelines**

- 4.1 It is expected that a successful applicant will make clear that they are receiving funding in any literature they produce, and the Town Council reserve the right to approve the literature before publication.

- 4.2 Our logo is to be used on all signs, plaques and promotional material relating to your project.
- 4.3 After receiving awarded funding, if the Town Council feel inaccurate and damaging information has been publicised by the recipient and/or its organisation members in regard to the Town Council, the Town Council reserves the right to consider this information when reviewing future grant applications.

## **5. Applications and Consideration of Grants**

- 5.1 Applications can be made for a maximum of £500, as the Council's resources are limited and they aim to assist as many organisations as it can. Applicants should therefore be aware that where a grant is awarded it may be for less than the full amount requested.
- 5.2 Applications for grants must be made in writing. Forms must be clear and legible, preferably submitted by email or in the post.
- 5.3 A complete copy of an organisation's latest audited/approved accounts or bank statement, governing documentation, equal opportunities policy and, where applicable, safeguarding policy, must be submitted along with each application.
- 5.4 In the case of new organisations or projects (i.e. less than a year old) projected income/expenditure can be supplied instead of approved/audited accounts.
- 5.5 The Town Council will receive and consider applications for the Annual Grants Scheme from the 1 October until 31 December.
- 5.6 Applications for the Community Grant Scheme will be considered at any point between 1 April and 31 January.
- 5.7 Grants cannot be awarded retrospectively.
- 5.8 Once your application is submitted your application will be checked and evaluated by Town Council Officers. Incomplete applications will be returned and where felt necessary, the Town Council might seek further clarification on information contained within the application.
- 5.9 The Town Council strives to allocate grant funding in a fair and open manner, judging each application on its own merit. It should also be noted that all Town Councillors are governed by the Code of Conduct and have an obligation to declare any personal and/or prejudicial interest where relevant when considering the allocation of funds.

## 6. Score Matrix

<p>Achieves Town Council aims, highlighted in section 1.4</p>	<p>Up to 10 points</p>	<p>A high score indicates that the application meets at least one outcome fully and provides a legacy of benefits to the community.</p> <p>A very high score here would indicate meeting two or more outcomes fully.</p>
<p>Value for money</p>	<p>Up to 10</p>	<p>A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources.</p> <p>It must provide a cost-effective use of our funds.</p>
<p>Strong governance</p>	<p>Up to 10</p>	<p>A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project.</p> <p>Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place.</p>
<p>Fits well with Town Council annual objectives</p>	<p>Up to 6</p>	<p>A high score indicates a good fit with the objectives aims of Elloughton-cum-Brough Town Council.</p>

- 6.1 An application must score at least 6 points on governance and achieve an overall score of at least 18 to be awarded a grant. Subject to these provisions, the Town Council will award those grants which achieve the highest score in the current round of funding.

## **7. If You Are Successful**

- 7.1 All applicants will be notified in writing within 14 working days following the decision of the Council.
- 7.2 Organisations will be required to complete post-grant monitoring forms highlighting how the project has benefitted and made a difference to the organisation and the community and details on how the funds were spent.
- 7.3 Where requested, copies of all receipts and invoices must be submitted no later than 30 days following completion of the project or by the date stipulated.
- 7.4 Applicants for the Annual Grant Scheme will usually receive funding in the financial year following their application, with payment being made in April or May.
- 7.5 Applicants for the Community Grant Scheme will received funding in year the application before 31 January. After the 31 January funding will be paid in the next financial year, usually in April or May.
- 7.6 Grants will only be paid by BACS payment or cheque, made out to the bank account of the named organisation.