



# Grant Awarding Policy

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Approved by: Finance and Partnership Committee

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## **1.Introduction**

Emersons Green Town Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. It operates a grants scheme for voluntary and non-profit making groups who engage in community projects and initiatives that are of benefit to the community. The sum allocated by the Town Council is part of the annual precept the Town Council collects from the electorate and is available for distribution from 1 April each year.

The Town Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable. The grants are intended to invest in communities to bring about a positive and lasting change for the benefit of the community.

Contributions may be made to charities and bodies providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas.

No further amount should be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

## **2. Scope of Funding**

A grant is any payment made by the Town Council to an organisation for a specific purpose that will benefit the residents of the parish, and which is not directly controlled or administered by the Town Council. Grants provided should be in line with the Town Councils priorities. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure”. Grant funding will only be awarded to groups, organisations, and projects where there is a direct, proportionate benefit to the residents of our defined parish.

## **3. Policy**

Emersons Green 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 Parish by:

- providing a service
- enhancing the quality of life

- improving the environment
- Promoting the parish in a positive way

The Town Council will not award grants to/for:

- Private individuals
- Commercial organisations (operating as a business to make profit or surplus funds)
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Funding of specific staff roles
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief

Only one application for a grant will be usually considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. Grants will not be provided for revenue purposes.

Grant funding will not be awarded for retrospective projects, or where costs have already been incurred.

#### **4. Eligibility and Exclusions**

- Grant funding is only available to groups and organisations and cannot be paid to, or benefit, individuals, or commercial businesses.
- Only one Grant will usually be considered per organisation per Financial Year.
- A request for funding for salaries or running costs will not be considered. Project management or design fees may not be considered.
- The availability of funds to support voluntary activity is dependent on the Council’s overall financial position. Where the conditions of a previous grant award have not been complied with (including evaluation feedback requirements), the application may be rejected, or any agreed funding partial, or subject to remedy of non-compliance.

- Organisations must be properly constituted and will be required to provide a formally adopted written constitution clearly defining its purpose.
- Revenue costs: Emersons Green Town Council will not award funding to cover revenue costs/normal running costs of an organisation. This will include, but is not limited to, items such as core staffing, utility bills or rent. It is a reasonable expectation that organisations should be operationally viable in their own right. Organisations who wish to request long-term revenue funding from the Town Council may be considered for direct commissioning of services for the Town Council.
- Grant dependency: Emersons Green Town Council grants are awarded for one-off projects or events. Successful grant award in one year does not mean that grant funding will be awarded in future years. There is no 'entitlement' to grant funding, and no organisation is considered a priority over another. All grant applications are taken on a case-by-case basis, judged on the annual application alone.
- Disparaging Comments: The grantee agrees not to disparage Emersons Green Town Council or make any statement or publication, or author any other person to disparage or make any statement or publication, whether oral or in writing, which may or which does in fact bring Emersons Green Town Council into disrepute or ridicule which may otherwise adversely affect their reputation.

## **5. Availability of Funds**

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. The Council will support direct financial support in the form of grants to eligible bodies. 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.

Emersons Green Town Council will generally consider grant applications from £50 to £5,000. Amounts over that may be considered for collaborative working.

## **6. Application Procedure**

Organisations requesting financial assistance will be invited to submit letters of application, together with completion of the application form, to the Town Council for consideration, usually, at its meeting in September of each year and organisations will be required to explain the reasons for the grant with clear aims and objectives.

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 consider 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.

Organisations must have a dedicated bank account in the organisation's name. For startup funding for new organisations, the grant funding will not be paid until a dedicated bank account has been set up. Grant funding will only be paid by BACS.

## **7. Giving of a Grant or Donation**

If the application for a grant or donation is successful, the organisation/group should provide the Council with a reporting showing how the money was spent at the Annual Town Council meeting each year.

Grant funding must be spent for the purpose for which it was awarded (reasonable variation between individual item costs originally estimated is acceptable). Changes should be ratified by the Town Council.

## **8. Deadline for Project/Event**

Grant funding should be spent within 12 months of funding approval unless alternative project timescales have been made clear in the application.

If there is a delay to the project, a formal request must be made to the Town Council to extend this period. If the expenditure for the project has not been incurred within 12 months, and no approach has been made to request an extension, the grant approval will be withdrawn, and the funds must be returned to the Town Council for reallocation. Town Council debt procedures will be enacted in this instance.

Successful applicants will need to submit a report to the Council within 12 months of the grant being awarded including a financial report on the project and how the grant from the Town Council was used. The Town Council reserves the right to claim back unused grant funding or that not used for the purpose for which it was awarded.

## **9. Grant/donation Application Form**

If you consider your organisation is eligible to apply for a grant or donation, please apply in writing including a financial statement from your organisation to the Town Council office, the Clerks address, shown on the website. If you have any queries, please contact the Town Clerk to discuss your application on 0117 302 6989 or email [clerk@emersonsgreen-tc.gov.uk](mailto:clerk@emersonsgreen-tc.gov.uk)

When we receive your application for funding, we will make an initial assessment to check that the application is eligible for funding against the criteria of the grant scheme and that all supporting documentation has been provided and we will acknowledge receipt of your application.

Your application will then be considered at a meeting of the Council (grants are usually considered monthly at our Finance & Partnership Committee meeting). You are very welcome to attend the committee meeting that will consider the grant application however we will inform you of the decision as soon as possible after the decision reached or ratified by Council, whichever is relevant.

## **10. Promotion of our Funding Support**

We request that groups and organisations recognise the Council's funding support by highlighting this on all promotional materials in relation to the project or initiative e.g. by acknowledgement in any press releases issued by the group, posters, flyers, website, etc.

## 11. Grant Application Form

Emersons Green Town Council awards grants to be used for the benefit of the local community. The Council must ensure that due diligence is undertaken when awarding grants, it is therefore important that all applicants ensure that all information is made available at the time of submission. If this is not the case, then please explain why. The submission of an application indicates that you agree to the terms and conditions on the last page of the form.

|   |  |
|---|--|
| <b>Name of Organisation</b>               |  |
| <b>Address of Organisation</b>            |  |
| <b>Name of the contact person</b>         |  |
| <b>Position within the organisation</b>   |  |
| <b>Email address of contact person</b>    |  |
| <b>Telephone number of contact person</b> |  |

|   |  |
|---|--|
| <b>What does your organisation do?</b>  |  |
| <b>When was your organisation formed?</b>   |  |
| <b>Is your organisation a registered charity? If yes, include the registration number.</b>                  | <b>Yes/No</b><br><b>Registration number:</b> |
| <b>Are you submitting a copy of your Constitution or Terms of Reference? If not, please explain why.</b>    | <b>Yes/No</b>                                |
| <b>Is your organisation part of, or affiliated to a national organisation? If yes, please give details.</b> | <b>Yes/No</b>                                |

**Please describe the project and how it will benefit the community.**

**How many people within the Town Council Boundary will benefit from the project? (Boundary Map attached to this application form)**

**Age 0-18**

**Age 19-59**

**Age 60 and over**

**Which category are you applying under (see terms and conditions for explanation)**

**Older People**

**Younger People**

**Arts & Culture**

**Sports & Recreation**

**Highways & Transport**

**Environmental Enhancement**

**Charitable and Advice Organisations**

**Organisation supporting minority groups**

**What is the total cost of the project?**

**£**

**If over £3,000, have you obtained 3 quotes? If not, please explain why.**

**Yes/No**

**How much of your own funding will you be using for the project?**

**£**

**What is the size of the grant you are seeking from EGTC?**

**£**





|   |                      |
|---|----------------------|
| <b>Number of Signatories required to<br/>authorise payments</b> | <b>1 / 2 / 3 / 4</b> |
|---|----------------------|

## Declaration

By signing and submitting this application I agree that I have read and accept the terms and conditions and that I have answered all questions fully and truthfully.

I acknowledge that Emersons Green Town Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I acknowledge that Emersons Green Town Council may request further supporting documentation or invite representatives to Town Council meetings prior to making a decision.

The following paperwork is attached/enclosed:

- |                                   |        |
|-----------------------------------|--------|
| • Application form in full        | Yes/No |
| • Constitution/Terms of Reference | Yes/No |
| • Copies of Quote/s               | Yes/No |
| • Copy of latest Bank Statement   | Yes/No |
| • Copy of last Audited Accounts   | Yes/No |
| • Any other supporting documents  | Yes/No |

Signed: .....  
Position: .....

Name: .....  
Date: .....

## 12. Grant Application Terms & Conditions

Emersons Green Town Council (EGTC) is empowered to award grants to benefit the community as follows:

- **Older People (over 60)** – to maximise opportunities for independent living and to provide support and assistance when deemed appropriate.
- **Younger People (0-18)** – To support a wide range of activities to empower young people and meet their social, education or leisure needs.
- **Arts & Culture** – To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Town of Emersons Green.
- **Sports & Recreation** – To support community participation in local sports and leisure activities and to enable clubs to develop and improve the sporting infrastructure.
- **Highways & Transport** – To facilitate access and sustainable transport schemes by community and voluntary activity and to promote cycling schemes.
- **Environmental Enhancement** – To improve the environment of Emersons Green and enrich its heritage/resources/biodiversity and to sustain community life.
- **Charitable and Advice Organisations** – Organisations which offer advice free of charge and charitable organisations that are of the benefit to Emersons Green residents.
- **Organisations supporting Minority/Disability Groups** – Organisations that offer support to people from minority or disability groups within Emersons Green.

Applications will not be considered from:

- Individuals.
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, age, gender, disability, sexual orientation, or religion.

- Religious organisations to promote religious faith – applications can be considered where the project produces a clear support to the community irrespective of religious beliefs.
- Private Organisations operating as a business to make profit or surplus funds.
- Local groups whose funding is sent to a central organisation for redistribution.
- The Council will not normally consider the funding of specific staff roles.

The Town Council considers grants throughout the year. Applications are considered by the Finance Committee and ratified by the Full Council. Applicants may be asked to provide more information about a project or to attend a meeting prior to a decision being made.

Successful applicants will need to submit a report to the Council within 12 months of the grant being awarded including a financial report on the project and how the grant from the Town Council was used. The Town Council reserves the right to claim back unused grant funding or that not used for the purpose for which it was awarded.

By submitting an application, you are accepting the Council will process your data in line with its General Privacy Notice and agreeing to these Terms & Conditions.

