



North Walsham Town Council

Grant Awarding Policy: guide to grant applications

1 Legal power to award grants

- 1.1 Town and parish councils are limited by government legislation in how they can spend money. Under s.137(3) of the Local Government Act 1972, town and parish councils are able to allocate a budget for grants to organisations and projects which would benefit their communities.
- 1.2 There is a statutory limit on council spending under s.137, which is set annually by the Government by formula which calculates the amount per head of the local population that can be spent for that year.
- 1.3 Town and parish councils are not able to award grants to individuals.

2 Budget and priorities for grant awards

2.1 North Walsham Town Council has a limited budget each year from which to award grants.

2.2 As at 2016/17, this is £5,000 per year in total. This amount is reviewed regularly.

2.3 The Council's priority in awarding grants is

To benefit the town and residents of North Walsham by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, arts and culture.

3 Applying for a grant

3.1 The Town Council wishes to support organisations and projects which will benefit North Walsham. It can do so by awarding grants, which in accordance with s.137 must bring a direct benefit to some or all of the town's residents.

Eligibility

3.2 In order to qualify for a grant from North Walsham Town Council, applicants must:

- Be a charity, voluntary or community organisation;
- Be able to demonstrate that any funding from the Town Council will directly benefit the residents of North Walsham;
- Be formally constituted, and have clear, written aims and objectives.

3.3 Examples of what the Council will consider awarding grants for include:

- Providing a service to the community or part of it;
- Enhancing the quality of life of the community or part of it;
- Improving the environment;
- Promoting North Walsham in a positive way.

3.4 Applications from schools, religious groups etc will be considered where a clear benefit to the wider community can be demonstrated.

3.5 Applications from health, education, or social services projects will be considered where there are benefits to the wider community and the project is **in addition** to statutory services.

3.6 The following are NOT eligible to apply for grants from North Walsham Town Council:

- Private individuals;
- Businesses/commercial organisations;
- 'Upward funders', ie local groups who raise funds and send them to a central HQ for redistribution;
- Political parties;
- religious groups, except for a purpose that does not discriminate on the grounds of belief.

3.7 Additionally, the Council will not consider applications for grants to support:

- The costs of routine maintenance and repair of equipment;
- Salary or routine administration costs;
- Hospitality;

- Services which should be provided by statutory funding.
- 3.8 Applications from organisations which are branches that could be funded by the main organisation, or with substantial unallocated resources, will not be considered a priority for funding. Applications from such organisations will usually be unsuccessful.
- 3.9 Grants will only be awarded for forthcoming projects; they will not be awarded retrospectively.

Completing the application

3.10 Application forms are available on request from the Council Offices

- Tel.: 01692 404114
- Email: admin@northwalsham-town.co.uk

3.11 The form must be completed in full and returned with the following documentation:

- A copy of the organisation's constitution and details of its officers;
- A copy of the most recent audited accounts; and
- Details of insurance cover.

Additional information such as any documents referred to on the form and further details of the project will help the Town Council to assess the application, and should be submitted where available.

3.12 Completed applications must be submitted to

North Walsham Town Council
attn. The Town Clerk
Council Offices
New Road
North Walsham
NR28 9DE

or by email to

clerk@northwalsham-town.co.uk

3.13 Incomplete forms or failure to provide additional material required/requested will result in applications not being considered for awards.

4 Assessment of applications

- 4.1 All applications will be submitted to the Council's Personnel & Grants Committee for assessment as soon as possible. Where a meeting is not scheduled for some time, a separate meeting will be convened if possible.
- 4.2 In addition to considering how the applicant meets the criteria and the supporting information provided, the Committee will consider:
 - Evidence that the organisation is well-managed and has previous experience/a track record;
 - Evidence of the financial sustainability and viability of the group or project;
 - Whether the financial information provided is realistic.
- 4.3 Organisations may be invited to attend in order to present more information about their project, and/or to answer questions from members of the Committee.
- 4.4 Each application will be assessed on its own merits.
- 4.5 To ensure as fair a distribution of available funds as possible, the Committee 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.
- 4.6 The Committee will then make a recommendation to the full Town Council, which will be considered at the next available meeting. These meetings are held on the final Tuesday of each month, and are open to the public. The agenda for these meetings are published in the week preceding.
- 4.7 Applicants will be advised as soon as possible after the Council meeting of the outcome of their application.

5 Conditions and monitoring

- 5.1 Grants are awarded by North Walsham Town Council in accordance with the statutory powers invested in it by law. The awards constitute spending public money, for which the Council has a duty to account.
- 5.2 Grants must only be used for the purpose applied for.
- 5.3 Successful applicants will receive a grant offer letter specifying the terms and conditions of the grant, which must be signed and returned to the Council within 21 days. Grant cheques will be issued on return of the signed offer acceptance.
- 5.4 Successful organisations are expected to provide:
 - A receipt for the cheque;
 - On completion of the project, a report to the Council showing how the award has been spent and giving evidence of the benefits the award has brought to the community. If the project has not been completed at the end of the financial year in which the award is made (ie 31 March), an interim report should be submitted.
- 5.5 Additional information such as photographs, press clippings, details of events, attendance numbers are also helpful evidence, and if submitted may be used in Council literature and on the Council website and social media.
- 5.6 In the case of grants awarded for projects for which additional funding is to be sought to enable the project to proceed, the approved funds will be ring-fenced by the Council and will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project after this deadline, a Grant Renewal Request must be submitted for consideration by the Council, which should explain the reason for the delay.
- 5.7 Any amount of grant not used and accounted for must be repaid in full to the Council.
- 5.8 Failure to comply with any conditions attached to a grant may result in the Council seeking repayment of the grant or affect future grant assistance.