



Community Grants Policy & Application Guidelines

January 2010

DAVENTRY TOWN COUNCIL - POLICY & PROCEDURE No.10

COMMUNITY GRANTS TO LOCAL COMMUNITY ORGANISATIONS

PART A - POLICY

The Town Council has statutory powers to make funds available to local organisations for the overall benefit of the town and its residents (*LGA 1972 s137*).

This document outlines Daventry Town Council's guidelines for grant making. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we support.

CORE PRINCIPLES

All of our grant schemes will be open to competition and advertised to the public:

- In our newsletter 'The Town Crier'
- Through our website (www.daventrytowncouncil.gov.uk)
- In the local press.

AIMS

We will ensure that our grant making activity is:

- Open
- Transparent
- Fair
- Competitive
- Supports strategic priorities identified in our plans, and issues facing the Town

GENERAL INFORMATION FOR APPLICANTS

It is Daventry Town Council policy (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Grants are available up to £1000 and the amount awarded will be determined by the Town Council. At our discretion we will award a sum greater than £1000 if financial resources allow and we view the grant applications as having merit. The dates for making application will be strictly applied.

WHO IS ELIGIBLE TO APPLY

The following organisations may apply to the Town Council for a Community Grant:

- a. A Daventry Town based charity
- b. An organisation serving the needs of the citizens of Daventry
- c. Citizen(s) of Daventry requesting grant aid with a project/event, which will be for the benefit of the local community
- d. A Daventry based club/association/charity serving a specific section of the community or the community as a whole. The more socially inclusive groups will be more likely to be successful in their applications

It is the Town Council's policy to give preference to groups/organisations/projects which are Daventry based but applications may also be considered from:

- a. An organisation/group, local, regional or national which serves the needs of the town
- b. A local branch of a regional or national organisation/group which serves the needs of the citizens of Daventry

To be eligible for a Community Grant an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Daventry.
- We will consider applications from social enterprises who can demonstrate that their initiative will have a positive and sustainable impact upon Daventry.
- Have a constitution, or set of rules, which define its aims, objectives and operational and governance procedures
- Be able to provide a copy of its latest annual accounts and most recent bank statement Accounts to be checked and signed by a person independent of the group
- Have a bank account operated by a minimum of at least two joint signatories.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council by either of the two annual deadlines:

- June 30th 2010
- November 30th 2010

The Community Grants funds will be split equally between the two deadlines. We will hold a review panel shortly after each of these dates to decide who the successful applicants are and thereafter the Community Grant will be awarded. Only one Community Grant will be issued per annum per applicant. However should your organisation be unsuccessful in their application in the June round, you may wish to apply again for the November round.

WHO AND WHAT IS NOT ELIGIBLE TO APPLY

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for – profit" commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Daventry Town Council.

- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda.

WHAT CAN BE FUNDED

The project should be something that makes the local community a better place in which to live, work or visit it should be something that will provide a long lasting and sustainable benefit to our local area. We are looking for your ideas, but whatever you decide to do, it must be something that will improve the social, environmental and/or economic profile of the Town.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Daventry
- It must be sustainable in the longer term
- It should engender a sense of civic pride

Additionally:

- Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs
- Priority will be given to applicants who have not previously received grants from Daventry Town Council before.

THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement
- However, all grant applications will be considered on their own merits.

CONDITIONS OF GRANT

- Daventry Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding” Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must be used within 12 months of the date of the Grant cheque
- Grants must not be distributed to any other organisation.

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COMMUNITY GRANT AID TO LOCAL ORGANISATIONS

PART B – APPLICATIONS GUIDELINES & PROCEDURE

PREPARING YOUR APPLICATION

Before completing your application please spend time on preparation and planning. You need to consider:

- **Who will be involved:** What different skills do people in your group have and how much time can they commit to it? Will you need help from another organisation to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Town Council.
- **Consultation:** Do local people support your plan and can you demonstrate this?
- **Costs:** Have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, from where?
- **Timescale:** When planning your project remember that things often take longer than expected. Applications must be received by the date specified
- **Completing the form:** Make sure you answer all the questions. If you are not sure that something is relevant, include it in any case - too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt please speak to the Town Council.

HOW TO APPLY

- Complete the application form
- Submit completed application form along with all relevant additional information requested to the Town Clerk before the published deadlines
- Applications received after the deadlines will not be considered.

HOW DECISIONS WILL BE MADE

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Town Council's Community Grants Working Group based on the following criteria:-

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement

- Feasibility
- Likely effectiveness

Recommendations from the Working Group will be submitted to the Finance and Policy Committee for consideration then final approval will be given and grants awarded by the Town Council. The decision of the Town Council is final and the Council will not enter into correspondence concerning the assessment of the grant.

WHAT HAPPENS NEXT

- If your application is successful you will be sent a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful we will write to tell you so.
- If you are a new or informal group we will ask for a list of people involved and you will need to arrange to become formally constituted before the grant will be paid.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished we will ask you to provide copies of invoices related to the project.

Daventry Town Council reserves the right to vary the application of this policy in circumstances where significant economic benefit to the town is demonstrated.