



Daventry Town Council

Policy on Funding and Support for Local Organisations

Policy & Application Guidelines

FUNDING AND SUPPORT FOR LOCAL ORGANISATIONS

PART A - POLICY

The Town Council has The General Power of Competence to make funds available to local organisations for the overall benefit of the town and its residents.

Applicants should be aware that grants awarded by Daventry Town Council are of public money, that the Council is scrutinised by the Audit Commission and is accountable for all expenditure.

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

CORE PRINCIPLES

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

AIMS

Daventry Town Council will ensure that the decision making process in relation to the granting of funds or decision to support an activity or organisation is :

- Open
- Transparent
- Fair

GENERAL INFORMATION FOR APPLICANTS

Daventry Town Council will ONLY consider funding or support of any activity or organisation on completion of an application form.

Applications for funding up to £1000 will be determined by the Finance and Policy Committee. Applications for funding greater than £1000 will be determined by the Town Council.

Requests for non-financial support will be determined by the Town Council.

WHO IS ELIGIBLE TO APPLY

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

- a. A Daventry Town based charity/club/association serving the community as a whole.
- b. Citizen(s) of Daventry requesting grant aid with a project/event, which will be for the benefit of the local community

To be eligible for funding the applicant must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- Have a constitution, or set of rules, which define its aims, objectives and operational and governance procedures.
- Have at least 3 unrelated people on the governing body.

- Have a UK bank account in the name of the organisation with at least two unrelated signatories.
- For funding greater than £1000, the organisation must be able to provide a copy of its latest annual accounts, checked and signed by a person independent of the group.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as to the manner in which any project for which funding or support is sought will be delivered and may impose additional conditions to ensure due diligence.

Please note:

Groups who have received grant funding cannot re-apply within 12 months of previous application award.

WHO IS NOT ELIGIBLE TO APPLY

We will 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” 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 organisations with political affiliations or those established for the purpose of forwarding a party political agenda.

WHAT CAN BE FUNDED

The project should make the local community a better place in which to live, work or visit and 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 improve the social, environmental and/or economic profile of Daventry.

Projects may be funded if the following **criteria** are met:

- It should benefit people who live in Daventry
- It must be sustainable in the longer term
- It must help build a vibrant and participatory community

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 satisfy the above criteria.

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.
- On completion of the Project, a review may be completed showing how the grant was spent, together with visual evidence, which the Council may use in its publicity material.

Daventry Town Council Funding and Support

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. Describe the timescale for your project.
- **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

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 Finance and Policy Committee based on the following criteria

- Eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

(For support and awards greater than £1000, applications will be assessed and determined by the Town Council.)

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.
- Grant applications may take up to 8 weeks to determine.
- If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.
- If you are a new or informal group you must arrange to become formally constituted before the grant will be paid, and supply the Council with the names of people on the governing body.
- 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.