



STOKESLEY

TOWN COUNCIL

GRANT AWARDING POLICY

Adopted 12 July 2016

STOKESLEY TOWN COUNCIL

Document Version Control

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STOKESLEY TOWN COUNCIL

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INDEX

INTRODUCTION	4
POLICY.....	4
APPLICATION PROCEDURE	4
ASSESSMENT PROCEDURE	5
SUCCESSFUL APPLICATIONS.....	6
MONITORING	6

STOKESLEY TOWN COUNCIL

GRANT AWARDING POLICY

INTRODUCTION

- 1 Stokesley Town Council ('the Council') has a limited budget for the award of grants which provide support to community organisations as provided by Local Government Act 1972, Section 137. The Council will consider applications for grants from voluntary groups or charitable organisations, which are not for profit and which can demonstrate that any funding received will directly benefit the Town, or from residents of the Town.
- 2 A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council. Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure"..
- 3 This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

POLICY

- 4 The Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:-
 - Providing a service,
 - Enhancing the quality of life,
 - Improving recreation and / or sports
 - Improving the environment
 - Promoting the Town of Stokesley in a positive way.
- 5 The Town Council will NOT award grants retrospectively, nor to:-
 - Commercial organisations
 - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
 - Local groups where fund-raising is sent to a central headquarters for redistribution
 - Political parties
 - Religious organisations: unless for a purpose which does not discriminate on grounds of belief.
- 6 The above list is not exclusive, and may be added to at the Council's discretion.
- 7 Only one application for a grant will be 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. This will be at the discretion of the council. .

APPLICATION PROCEDURE

- 8 Application forms are available from the Town Council Office and the Town Council website (www.stokesleypc.org.uk). All questions on the application form should be fully

STOKESLEY TOWN COUNCIL

answered and additional appropriate information to support the application should be provided. A copy of the application form is given in Appendix 1 of this document.

- 9 Any organisation requesting financial assistance for amounts in excess of £500 is requested to submit to the Clerk by 1 November, at the latest, in the year preceding their funding requirement:
 - A completed application form
 - Copies of their latest year end accounts
 - A summary of the number of members who belong to the organisation and the number who live within Stokesley Town Council's administrative boundaries
 - Details of any restrictions on who can use or access the services of the organisation
 - Confirmation that the organisation agrees with the Town Council's Equalities Policy; alternatively the organisation may provide details of its own such policy.
- 10 Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.
- 11 For a grant request for a project costing over £3,000 the Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Council reserves the right to request proof of the tender process.
- 12 The Town Council will not normally consider applications for Capital Projects. However in exceptional cases, any such application should present a more substantial case with supporting evidence of community benefit. For such an application the Council expects to see some form / evidence of third party funding.
- 13 The Clerk will collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

ASSESSMENT PROCEDURE

- 14 Within the Council's annual budget an amount will be set from which grants will be awarded in the following financial year. This amount will principally be for grant requests that have already been received by the Council in accordance with the above application procedure and which it envisages may be granted.
- 15 Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Town Council at the appropriate meeting. An additional amount will be reserved from which other grant requests, up to a value of £500 may be made. Once the grants budget is exhausted, the Council will only consider emergency requests for assistance, and generally only from those organisations with whom it has close links.
- 16 An unplanned grant request, once received in writing, will be considered at the next meeting of the full Town Council.
- 17 Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards, and the geographical spread within the parish.

STOKESLEY TOWN COUNCIL

- 18 In considering an application the Council will take into account whether the applicant has demonstrated some degree of fundraising on a “self-help” basis and whether the applicant has applied to or received from other bodies funding for the same project
- 19 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.
- 20 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.
- 21 All applicants will be contacted promptly to inform them of the Council’s decision.

SUCCESSFUL APPLICATIONS

- 22 A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or the unexpended part of such monies must be returned to the Council. The Council may request proof of expenditure.
- 23 All grants awarded may be subject to regular ‘report back’ to the Council as to progress and / or community benefit.
- 24 Organisations receiving grants are required to advise their users / members that the grant or equipment has been received from Council. Where appropriate, the Council may require a notice to be affixed to any equipment or facility grant funded.
- 25 Where equipment is gifted to an organisation, the Council requires that it be insured and maintained at the expense of the user.
- 26 Successful applicants should acknowledge receipt of the grant cheque.
- 27 The Council will ask for recognition from successful groups in the form of the promotion of the Council in the organisation’s newsletter or any press release. The Council will also recognise successful groups in its own communications to parishioners.
- 28 Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Town Meeting each year

MONITORING

- 29 This policy will be monitored and reviewed annually.



STOKESLEY TOWN COUNCIL

APPENDIX 1

STOKESLEY TOWN COUNCIL

GRANT APPLICATION FORM

Please read the Council's policy and procedures for awarding grants before completing this form.

Please use a continuation sheet where necessary.

Name of organisation making the application:	
A short description of the organisation, its aims and objectives:	
Name, address and status of contact:	
Telephone number of contact:	
E-Mail address of contact:	
Is the organisation a Registered Charity? If yes, please provide the Registered Charity number.	
Amount of grant requested:	£
A short description of what the grant is for:	
Who will benefit from the project?	
Approximately how many of those who will benefit are Stokesley residents?	
If the total cost of the project is more than the grant, how will the rest be financed?	
Have you applied to any other body for a grant for the same project? If yes, please give details?	