



# LEOMINSTER TOWN COUNCIL

## GRANT CRITERIA 2018/19

Leominster Town Council values the community sector and will make financial grants available for its on-going work. The Council's grants programme is designed to build up the capacity of small groups in the community and to encourage the development of new groups.

The Council has powers to give financial aid under various statutes, notably the Local Government Act 1972:

- s137 in respect of expenditure for purposes not otherwise authorised, which are considered to be in the interests of, and bringing direct benefit to, the area and its community;
- s142 in respect of provision of information concerning services available
- s144 in respect of encouragement of visitors; provision of conference & other facilities.
- s145 in respect of provision of entertainment or development of arts and crafts.

Local Government (Miscellaneous Provisions) Act 1976:

- s19 in respect of provision of recreational, social and sporting facilities;

There is a limited budget each year for grants and the amounts requested often exceed the fund available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

Applications are accepted at any time throughout the year, and can be made for help towards a special project, or the everyday running costs of your organisation (see below). Please see the meeting dates when grant applications will be considered and decisions made.

There is a Grants Fund agreed within our annual budget for us to give away during the year as single grants under £1,000, and these are disbursed quarterly.

Remember; we are a Town Council, and our resources are limited. Most grants are given for a maximum of a few hundred pounds only, although we do give larger amounts.

Applications for amounts over £1,000 are assessed twice a year, before the end of in April and in October, and any awards may be individually identified within our budget plan and included in the Council Tax precept for the following year. If you wish to apply for a grant that exceeds £1,000 you MUST meet these deadlines.

Revenue support grants (sometimes called "core-funding grants") can be given as a contribution towards the running-costs of an organisation: staff costs; rent; operating costs etc. These will be strictly limited to 3 years, with an automatic reduction of one-third in year two and one-third again in year three. This is to help organisations in their formative years, or in the early stages of a project, but encourage them to plan thoroughly, and become financially self-supporting.



## LEOMINSTER TOWN COUNCIL

### GRANT CRITERIA 2018/19

Continued revenue support for organisations beyond three years can only be made by formal agreement outside the grant scheme, when it will be individually identified in our budget plan. Contact the Town Clerk to discuss.

Applications are assessed every two months by the Finance & General Purposes Committee except during the months of July, August and September when there is no Committee meeting. Grant applications will not be considered during these three months. The Committee has the delegated authority to award grants based on the applications received and whether they meet the Council's criteria.

Applications are reviewed by the Committee and their merit is assessed. The assessment covers five categories:

- How closely the proposed project or organisation matches the policy of our grant scheme;
- The general "robustness" of the proposal – its perceived likelihood of success or sustainability;
- The thoroughness of the financial planning (e.g. how prudent are assumptions? is other finance in place?);
- What is the scale/scope of the plan? Who benefits; how many people, or special groups?
- A general assessment of the application; allowing for any special circumstances or considerations.

Leominster Town Council will ratify the grant award decisions made by the Finance & General Purposes Committee.

#### GRANT CONDITIONS

1. Applications will not be considered from individuals under any circumstances.
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate in any way (e.g. on grounds of race or religion, etc.)
3. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
4. Applications will not be considered from "upwards funders", i.e. local groups whose fund-raising is sent to their central headquarters for redistribution.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in



## LEOMINSTER TOWN COUNCIL

### GRANT CRITERIA 2018/19

- partnership with other groups and where there are benefits to the wider community.
8. The organisation must have clearly-stated aims and objectives.
  9. The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or similar document of agreement between individuals where their association is less “formal”.
  10. The organisation must provide, or propose to provide, an activity or service that is considered to be clearly needed by the local community or by a particular group of residents.
  11. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly-formed organisation or less formal group, a comprehensive budget and business plan.
  12. The organisation is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
  13. Applications may be made at any time during the financial year. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year), whichever is the sooner.
  14. Leominster Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
  15. Organisations that receive a grant will be required to acknowledge Leominster Town Council's contribution on all publicity/printed material. (Our armorial bearings (“logo”) can be provided electronically or in printed form).

#### **LARGE GRANTS – ADDITIONAL CONDITIONS OF FUNDING**

1. Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 10 years from the date that the grant is considered (longer term may be required at Council’s discretion).
2. Organisations requesting funds for buildings must provide proof that the property is adequately insured.
3. Funding for buildings will not normally be considered if a mortgage or loan is secured on the premises.
4. Where the Town Council deems it appropriate, organisations will be required to provide progress reports or to allocate a place on their management or executive committee for one or more Town Council representatives.
5. Where deemed necessary, the Town Council may request site visits and/or meetings with the applicants to discuss the viability of the proposed project.