

# Exmouth Town Council

## Grants Policy – 3 year funding agreements

### 1 Introduction & Policy Statement

- 1.1 Exmouth Council recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need, generosity and accountability.
- 1.2 Exmouth Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.
- 1.3 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that finite resources are distributed fairly.

### 2. Principles

- 2.1 Recipients of previous long-term funding, including 3-year Service Level Agreements, should not assume that such arrangements will continue beyond the end of an existing agreement. Grants will be awarded on the basis of the criteria and assessment process set out in this policy as amended from time to time.
- 2.2 Grants are awarded at the discretion of the Council.

### 3. Eligibility Criteria

- 3.1 Grants will only be awarded to organisations or partnerships which demonstrate that they:
  - a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds
  - b) Have, in the opinion of the Council, sound governance arrangements.
  - c) Have, in the opinion of the Council, sound financial management and plans.
  - d) Represent good value for money.

- e) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions.
  - f) Are set up for the public benefit
- 3.2 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Exmouth.

#### **4. Application and Determination Process**

- 4.1 Information about grants is available on the Council Website and in the Council newsletter.
- 4.2 Applications for long term funding arrangements need to be submitted by 1<sup>st</sup> December for the December meeting or 1<sup>st</sup> February for 17<sup>th</sup> February meeting.**
- 4.3 Original applications are available on file for scrutiny by any Councillor. The Town Clerk will provide a summary of the applications for members of the Finance Committee prior to each approval meeting. Visits to applicants' organisations may be arranged via the Town Clerk.
- 4.6 All organisations in receipt of grants will be required to provide a short report in March of each year indicating how the grant was used and the benefits arising.

#### **5. Supporting documentation required**

- 5.1 On the application form, confirmation will be required that the following items are available for inspection if required.
- a) Aims of the organisation / Constitution / Memoranda and Articles / Terms of Reference
  - b) Equality and Diversity policies
- 5.2 The application itself must contain the following information:
- a) Names and addresses of key contact
  - b) Names of Chairman, Secretary & Treasurer
  - c) Location of activities
  - d) Number of clients served (where relevant)
  - e) Description of service provided
  - f) Reason for application with details of how the grant will be used
  - g) How much funding being applied for
  - h) How the grant will benefit the town and people of Exmouth
  - i) Other sources of funding for the same purpose, whether secured or unsecured
  - j) Latest audited or certified accounts (must not be more than 18 months old)
  - k) How Council support will be acknowledged/publicised

**6. The eligibility of applications will be assessed against the following criteria:**

- 6.1 If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that service to a satisfactory level.
- 6.2 Applicants must answer all the questions on the application form.
- 6.3 Applications must demonstrate direct benefit to the inhabitants of Exmouth.
- 6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Exmouth.
- 6.5 A schedule of awarded grants will be published on the Council's website annually.
- 6.6 Feedback on individual grant applications may be given on request to the organisation concerned.

**7. Multi-year funding agreements**

- 7.1 Organisations which are beneficiaries of Council grant funding may be invited to enter into three year funding agreements. This will assist the Council in the management of its grants budget and the organisation concerned in its forward planning.
  - a) 3-year Discretionary Grants may be offered to enable long-term planning.
  - b) Service level Agreements may be offered in return for providing a service to the Council
- 7.2 Such beneficiaries, in addition to completion of the annual report, may, at the discretion of the committee, be invited to make a presentation to the committee and /or take part in a question and answer session so that the Committee is fully acquainted with their work.
- 7.3 The Council will not make any automatic allowance for inflation, but will instead set the grant level at the same amount for the three year period.

**8. Conditions for giving grants**

- 8.1 Monitoring and management information must be provided to the Council at the end of each year for multi-year funding agreements, in the form of an Annual Report.
- 8.2 3-year funding payments will only be made when monitoring information has been provided in writing for the previous year and the latest available accounts have been submitted.
- 8.3 Any funds not utilised for the original purpose must be offered back to the Council.

# Exmouth Town Council

## Grant Application Form – 3 Year Funding Agreement

This application form contains the following sections:

Section A:	About you
Section B	About your service
Section C	Funding Arrangements
Section D	Additional Section for SLA Applicants
Section E	Declaration

### Section A About you

#### 1. Name of Organisation

--

#### 2. Address of organisation

Address	
Postcode	
Telephone	
Main email	
Website	

**3. Please give the following details for the main contact person.**

Name	
Position in Organisation	
Address	
Telephone	
Email	

We will send acknowledgement of receipt of your application by email to this contact.

**4. Please give the names of the following officers (where relevant)**

Chairman	
Secretary	
Treasurer	

**5. Attach your Most recent audited or certified accounts (must not be more than 18 months old)**

Accounts attached (tick)

**6. Please confirm the following documents are available for inspection if required:**

The constitutional document that governs your organisation (tick)

Your Equality and Diversity policies (tick)

## **Section B – About Your Service**

### **7. Please describe the service you provide (300 words Max)**

Include the following details:

- a) Number of clients served (where relevant)
- b) Description of service provided
- c) How the grant will benefit the town and people of Exmouth

Use no more than one side of A4 paper. Do not send supporting documentation – we will ask you if we require more information.

### **8. What area do you serve?**

Please give us the address and postcode of the main site of your service. If your service is taking place over a wider geographic area, please tell us the main areas where the service will be delivered.

### **9. How would Exmouth Town Council support be acknowledged?**

## Section C Funding Arrangements

The Town Council offers

- a) **3-year Discretionary Grants** to enable your long-term planning. This is a simple payment made annually at the beginning of April, subject to compliance with conditions in section 8 of the Grant Giving Policy for 3-Year Funding Agreements. It is suitable for organisations that operate entirely within Exmouth and provide a single, straightforward service to the people of Exmouth.
- b) **Service Level Agreements** in return for providing a service to the Council. These payments are made annually at the beginning of April subject to compliance with conditions in section 8 of the Grant Giving Policy for 3-Year Funding Agreements and achievement of benchmarks agreed between yourselves and Exmouth Town Council. Such arrangements are suitable for organisations that operate in Exmouth as part of a wider remit and/or provide a more complex range of services to the people of Exmouth.

**Note, the Town Council will review your choice and, in consultation with you, may ask that it be amended.**

Please tick to indicate which form of funding you are seeking:

3-year Discretionary Grant	<input type="checkbox"/>
Service Level Agreement	<input type="checkbox"/>

<b>ANNUAL sum requested from Exmouth Town Council</b>	<b>£</b>
---	----------

## Section D Service Level Agreements Only

Please suggest up to three Specific, Measurable, Achievable, Relevant and Timed benchmarks you would like your performance to be measured against. These must be realistic as failure to meet them would create a situation where the grant could be repayable or future payments suspended or cancelled.

*Example: "We will provide our XYZ service directly to 500 people in Exmouth annually"*

<b>A</b>	<input type="text"/>
<b>B</b>	<input type="text"/>
<b>C</b>	<input type="text"/>

**Note, the Town Council will review your choices and, in consultation with you, may ask that one or more be amended.**

## Section E Declaration

### Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. A list of all grants made by the Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at [www.exmouth.gov.uk](http://www.exmouth.gov.uk)

### Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

*I confirm that I have the authority to sign this application.*

*I confirm that the information in this application is true and correct.*

Your signature *[digital signature acceptable]*

Name (Use CAPITAL LETTERS)

Date:

Return this application form to The Town Clerk, Exmouth Town Council, St Andrews Road, Exmouth EX8 1AW, with all necessary supporting information.

### Closing dates:

1<sup>st</sup> December for 16<sup>th</sup> December meeting

1<sup>st</sup> February for 17<sup>th</sup> February meeting