

Exmouth Town Council

Grants Policy

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 Grant requests usually far exceed the funds the Council can earmark for this purpose when setting a budget for the year
- 1.4 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 grants should not assume that they will be awarded a grant in future years. 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.

- 3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.
- 3.3 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 Grant applications need to be submitted by 1st May for consideration by the Finance Committee at the first grants approval meeting (June) and 1st October for the second meeting (November)
- 4.3 Emergency grants may be considered at any meeting of the Committee.
- 4.4 As a broad outline the first grants approval meeting will disburse up to 60% of the grants budget, leaving 30% to be disbursed at the second grants approval meeting with 10% as an emergency reserve.
- 4.5 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, project or event to be supported
- 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) Details of any previous financial assistance from the Council in the last 3 years
- j) Other sources of funding for the same purpose, whether secured or unsecured
- k) Latest audited or certified accounts (must not be more than 18 months old)
- l) 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 project or 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) Service level Agreements may be offered in return for providing a service to the Council
 - b) 3-year Discretionary Grants may be offered to enable long-term planning.
- 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 Minor changes may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.
- 8.2 Records should be kept showing how the grant has been spent.
- 8.3 Monitoring and management information must be provided to the Council at the end of 12 months, or each year for multi-year funding agreements, in the form of an Annual Report.
- 8.4 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.
- 8.5 Any funds not utilised for the original purpose must be offered back to the Council.

This Policy was adopted by Exmouth Town Council on 15th October 2012

Exmouth Town Council

Grant Application Form

This application form contains the following sections:

- Section A: About you
Section B: About your project
Section C: Budget
Section D: Declaration

Section A About you

1. Name of Organisation

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Is this application a consortium/partnership bid?

Yes

No

If yes, name(s) of other organisations involved:

2. Address of organisation

Address

Postcode

Telephone

Main email

Website

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

Name	
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 Project

7. Please describe the project you are applying for (300 words Max)

Include the following details:

- a) Number of clients served (where relevant)
- b) Description of service provided, project or event to be supported
- c) Reason for application with details of how the grant will be used
- d) 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. Where will this project take place?

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

9. Have you previously received funding from Exmouth Town Council?

If you have received funding in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount

10. How would Exmouth Town Council support be acknowledged?

Section C Budget

This budget should be for the total cost of the activity you are applying to do.

A Expenditure items	Unit Cost £	Total £

B Total Expenditure (must be sum of A above)	£
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C Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	
From Non-Statutory Grant making Bodies and public authority funding	

D Sum requested from Exmouth Town Council	£
E Total Income (must be sum of C & D above) and equal to figure in B	£

Section D 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

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:

For consideration in June the deadline is May 1st.

For consideration in November the deadline is October 1st.