

# Grant Making Procedures

## Introduction

In the year 2016/17 Wem Town Council allocated a significant amount in its budget to groups and organisations working within the town itself or for the benefit of residents of the Town.

These contributions can be split into 3 separate items

- General grants to organisations
- Contributions towards the running/maintaining of a service/facility
- Contributions to Town events that support the local economy.

Outlined below are details of funds committed this current year.

### Contributions to Running Service or facility in the Town

Service	Amount
Town Hall	22000
Youth Club	2000
Millennium Green	1700
Whitchurch Road Cemetery	1500
Christmas Lights	3000
<b>Total</b>	<b>£30200</b>

### Contributions to Town Events run by Organisations/ Committees.

Event	Amount
Sweet Pea Show	900
Carnival	500
<b>Total</b>	<b>£1400</b>

### Small Grants awarded to local Organisations and Groups

Organisation	Amount
Scouts	300
Cadets	300
North Shropshire Wheelers	500
Wem Jubilee band	200
Scout Guide HQ	350
Defibrillators	300
Baptist Holiday scheme	180
<b>Total</b>	<b>£2130</b>

Wem Town Council has a long history of supporting local organisations and groups with grants and these small grants have enabled many smaller groups to develop new initiatives.

Currently all grant applicants are requested to provide a copy of their balance sheet for the previous year along with a covering letter requesting a grant. However it is important that

the process of awarding grants is as open and transparent as possible and that as many local groups as possible are aware of the opportunity to apply for a grant.

Therefore in order to establish a more formal and transparent process for awarding grants I would like to make the following recommendations for the council to consider;

### **Recommendations**

- That the Town Council establishes a small grants fund for grants for local organisation and events up to £1000 and an allocation for this fund is made in the annual budget. From this budget grant applications are then awarded following a formal application process.
- That a grant application process and application form is adopted for grant applications for less than £1000 (draft copy enclosed).
- For requests for contributions from groups wishing to hold an event. As well as requesting a copy of the previous year's accounts (if available) more information should be provided by the Committee organising the event to ensure that it is for the benefit of residents of the Town and can justify the degree of support it currently receives.
- For the larger contributions to non-council organised services e.g Town Hall, Millennium Green, Whitchurch Road Cemetery, Youth Club, Christmas Lights, these applications will be considered at the January meeting of the Town Council so that provision can be made in the budget. These organisations will continue to be asked for a balance sheet as well as a report on what the contribution was used for in the previous year as part of their contribution application. In addition to this more information should be requested from organisations as to what the funds are to be used for to ensure that they to be used for the benefit of the residents of Wem.



# Wem Town Council

## Community Grant Applications

Wem Town Council operates a community grant scheme, with criteria, terms and conditions as detailed below. The aim of the grant scheme is to ensure that public funds are used in ways that assist local clubs, societies and organisations to enable them to develop and achieve their respective aims and objectives where these benefit the town and the local community.

### 1. Who can apply?

The Council encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups. Groups within the Town Council's area may apply; those outside the Town who can demonstrate direct benefit will be eligible to apply for consideration by the Council. All organisations applying for a grant must;

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The Town Council cannot give financial assistance to individuals under this scheme nor will it consider retrospective applications where the activity or project has already been carried out.

### 2. What can the grants be used for?

The purpose for which the grant is made must be in the interest of all or some of the inhabitants of Wem.

The Town Council prefers to consider applications for assistance with capital funding needs rather than revenue costs (wages and salaries etc.). However revenue funding, if agreed, may be time limited and should not therefore be budgeted by any organisation on an annual basis.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether there are more appropriate streams of funding for the organisation.
- How the organisation is managed.

### 3. How and when should an application be made?

All applications are to be made on the Town Council's grant application form which can be obtained direct from the Town Council or downloaded from the website. Applications for funding must be received by 1<sup>st</sup> April for consideration at the April meeting of the Town Council. Payment of grants will be made in payment in April/ May.

Along with the application form applicants are required to submit

- A copy of the organisation's constitution, set of rules or statement of aims and objectives.
- Copies of audited or independently examined accounts for the last year.
- Supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.

Organisations are advised to take a photocopy of the completed application form for their own reference.

### **1. General criteria – these apply to all Community Grant Applications:**

- Each application to be considered on its merit; the amount of grant will be at the discretion of the Town Council, but will not exceed **£1000**.
- The grant can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The Town Council will endeavour to treat similar projects equitably.
- The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.
- Successful applicants must be prepared to participate in any publicity required by the Council.
- The Council will require within six months a brief outline of the benefits to the community of the grant. Failure to provide a report may result in non determination of any future application. The application must include your most recent audited accounts and constitution. No application will be considered without supporting financial information.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements relating to the proposed project to be funded.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Organisations can normally only make one application per year, though exceptions can be made.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.



# WEM TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM

<b>1</b>	<b>Contact Details</b>
<p><b>NAME OF CONTACT PERSON:</b></p> <p><b>POSITION IN ORGANISATION:</b></p> <p><b>ADDRESS:</b></p> <p><b>TEL NO:</b></p> <p><b>EMAIL ADDRESS:</b></p>	
<b>2</b>	<b>Your Organisation or Group or Event Details</b>
<p><b>Name Of Organisation or Group or Event:</b></p> <p><b>Address:</b></p> <p><b>Briefly detail the Aims and Objectives of your organisation or the event you wish to run.</b></p>	

**How does it benefit the residents of Wem?**

**When was the committee/ organisation formed:**

**3**

### **Grant Application Details**

**Briefly describe the project or purpose for which you require a grant and state how it will benefit the local community:**

**What is the total cost of the project?**

**Please indicate the size of the grant that you require? (maximum £500)**

**If applicable, how do you intend to fund the balance of the project?**

**Have you applied to any other organisation for a grant for the same project?**

**If yes, please give details including unsuccessful applications.**

**Will the project incur ongoing maintenance and/or running costs?**

**If yes, please give details of how you intend to fund this**

<b>4</b>	<b>Payee Details For Any Funding Award</b> <i>All grant funding will be paid by BACS if possible</i>
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Name of payee organisation as it appears on bank account:

Bank Account Number

Sort Code

<b>5</b>	<b>Declaration</b>
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**This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.**

1. I am authorised to make the application on behalf of the above organisation.
2. I have read and noted the Council’s criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within six months of completion.

I declare that the information given in this application is correct and if the application is successful, agree to adhere to the conditions laid out in the Wem Town Council’s Community Grants Policy, a copy of which I have received.

On behalf of (insert name of organisation or group)

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Signed ..... Date .....

Position in organisation or group .....

*Please include any other information which you consider would support your application (eg additional literature, leaflets, annual reports)*



<b>CHECKLIST</b>	
Please enclose the following with your application. We will only process your application when we have received them.	
	<b>Please Tick</b>
Signed application form, with every question answered	
Latest audited annual accounts	
Constitution or set of rules (if not applicable please state so)	
Copies of written estimates/quotations for equipment/capital items	
<p><b>Please send completed application form (with all supporting documentation) to:</b></p> <p><b>Wem Town Council</b></p> <p><b>Edinburgh House</b></p> <p><b>New Street</b></p> <p><b>Wem</b></p> <p><b>SY4 5DB</b></p> <p><a href="mailto:info@wem.gov.uk">info@wem.gov.uk</a> 01939 232733</p>	

For internal use only

Date application received:	
Application reference no:	
Application meets criteria:	Yes/No*  If no, give reasons:
Meeting Date/Minute No.	
Date applicant notified of outcome:	

