

FLITWICK TOWN COUNCIL

GRANTS POLICY

1. Policy

Flitwick Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Flitwick as a place to live and work.

Grants from town and parish councils are usually made under the powers given to them by s137 Local Government Act 1972, which places a statutory limit on the total amount that can be given by the authority in any one year (for 2020-21 this was £8.32 per elector). It also limits the giving of grants solely for purposes that:

- bring a direct benefit to all or some of the inhabitants of Flitwick, and
- is commensurate with the direct benefit the inhabitants receive.

However, under the powers of the Localism Act 2011, the Town Council has adopted the General Power of Competence. This removes the cap and restriction in the amount that can be given in grants, and the purposes for which the grants can be given. However, there are still some statutory restrictions (i.e. grants to the Church) that the Council is still required to observe, and s137 is still a useful benchmark against which to assess applications.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards its vision and aims for Flitwick.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

Though there are no limits to the size of organisation which may apply to the Council, grants are normally targeted at local voluntary and community organisations where a grant can make a significant difference. The Council would like to see applications that engage local people and encourage them to participate at all levels in groups and organisations

The Town Council will delegate authority to the Community Services Committee to make recommendations on grant applications in accordance with this Grants Policy.

2. Vision and Aims

It is the intention of Flitwick Town Council to:

- Enable people to take opportunities that would otherwise not be available to them.
- Meet identified needs of disadvantaged people from communities of interest or place.
- Involve local people in improving their community.
- Reflect the concerns and priorities of people living and working in the area.
- Address emerging needs and explore ways of addressing those needs.

3. Requirements for Grant Applications

- Organisations applying for a grant must be not-for-profit or have charitable status.
- Where possible the Town Council would expect any applicant to demonstrate how financial sustainability can be achieved.
- The Committee will consider each grant application on its own merits.
- Applicants may seek a meeting with Town Council officers to discuss the application prior to the formal grants process being entered into.
- The Town Council must be credited in any publicity arising from the award of a grant.

4. Process

- a. The grants budget is set annually as part of the general budget setting process.
- b. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
- c. Subject to funds being available, applications may be made in April and October each year
- d. Ad hoc grant applications may be made throughout the year, where the applicant can prove good reason for not applying for the previous round and that to wait for the next round would be significantly detrimental to their project
- e. Applicants must complete the application form (available to download from the website, see also appendix 1) and return it to the Town Clerk.
- f. The Community Services Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website).
- g. Applicants may attend the Community Services Committee meeting to speak in support of their application and answer questions.
- h. Organisations must provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
- i. All applicants will be advised within two weeks of the Community Services Committee's decision.
- j. The Community Services Committee's decision is final.
- k. Grants will be paid within 60 working days of the Community Services Committee approval. Successful applicants are required to complete a grants feedback questionnaire (available to download from the website, see also appendix 2) no later than six months after the award.

5. Criteria

General Criteria

Applicants must be based and operating in Flitwick.

Applications may be considered from national organisations if they have a significant presence in the area of benefit and any grant made would be of direct benefit to people locally.

The Council will not normally make grants to individuals but may pledge to do so in

exceptional circumstances or to provide an opportunity that would otherwise not be available to them.

Four categories of grants will be considered:

- Small Grants of up to £500
- Large Grants of £501 to £5,000
- Individual Grants of up to £1,500
- Revenue Grants of up to £10,000. The Council may consider grants above these limits, but this will be considered at Full Council.

Organisations can only apply once in any financial year, even if unsuccessful, and will normally need to wait for a full twelve months before applying again to ensure every organisation has an opportunity to benefit.

Applicant groups need not be registered charities but need to have a constitution that sets out what they do and that demonstrates their charitable purposes.

Applicant groups should have a management committee or similar.

Applicant groups should have a bank account in the name of the organisation with at least two signatories to authorise cheques. If a group does not have a bank account, the Council may agree to pay a grant to another bona fide organisation to hold on its behalf.

Applicant groups should demonstrate their ability to manage their finances prudently.

The Council will avoid duplication of funding. Where Flitwick Town Council is already providing funding for particular types of activity, it will not normally consider funding community groups and local organisations which are primarily duplicating this activity.

Successful applicants must be prepared to participate in any publicity requested by the Council within reason.

Individual Grants Additional Criteria

Individual pledges will need to be match funded by the individual, unless the majority of funds have already been raised.

Revenue grants are available to community organisations which provide a significant service to the community.

They are given to support the group's normal running costs and can also be used to fund salaries or for match funding to other funding bodies.

Groups wishing to receive a revenue grant need to complete an application form and provide additional supporting information, (see application form for more information).

A Council representative may hold a meeting with the group to discuss its needs and the level of Town Council support requested.

Revenue grant funding will only be awarded for one year and should not therefore be budgeted by any organisation on an annual basis.

Applicants may be asked to sign a funding agreement.

6. Exclusions

The Council is unlikely to fund the following:

- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Projects with no community or charitable element
- Medical research, equipment or treatment with no community or charitable element
- Animal welfare
- Applications will not be retrospective
- Organisations with 12 months reserves (not otherwise designated)
- In general, vehicles, conferences, and exhibitions will be given low priority. In exceptional cases, vehicles may be considered if the vehicle is being used by the broader community, such as through Community Transport schemes.

Appendix 1

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	
Name and address of person making the application on behalf of the organisation.	
Position held in organisation.	
Telephone contact details.	
Email address.	

What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Month: / / Year: / /
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: Please provide URL
What are the aims of your organisation?	
What is the name of the project you are applying for?	
Project start and end date.	

Financial Information

Total Cost of the Project.	£
Amount of Grant requested.	£
Other Sources of Funding.	
Have you applied for a grant for this project in the last twelve months?	

Bank Details:

If you are successful, our preferred method of payment is BACS.

Bank Name:

Sort Code:

Account Number:

About the Project

Please tell us about your project (Max 100 words).

What are the project's aims? (Max 300 words)

**How is financial sustainability being achieved?
(Max 300 words)**

**How will the community benefit from the project?
(Max 300 words).**

How many people will benefit from the project?

Are you partnering with other Flitwick Groups?

How will you know if your project is a success and what will you measure it against ?

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation,
describe the services /activities you plan to provide.**

How often does your management committee meet?

How many staff work for the organisation?

Paid:

Volunteers:

Please let us know of any recognised quality standards that your organisation holds or is working towards.

What will the key milestones be for the organisation?

Please complete the activity table below.

Key activity	Date

Please explain where revenue funding will be used by your organisation.

Title	Description	Total Amount	Amount Requested
Management costs			
Training			
Office costs			
	Subtotal		
Salaries			
Travel expense etc			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub Total		

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council’s grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council’s grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
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<p>In the interest of accountability and transparency, Flitwick Town Council’s Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

<p>Signatures</p> <p>Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation)</p>	<p>.....</p> <p>.....</p> <p>Typed entries are acceptable for email applications</p>
<p>Date:</p>	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: info@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to info@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website:

www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.

5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.