

TC POLICY (G) 003

October 2018

Swaffham Town Council

GRANTS POLICY 2017-18

Swaffham Town Council is funded by the local residents of Swaffham and has only limited funds available to distribute in the form of grants. The Council is committed to providing assistance and support to local organisations in Swaffham and is based on the principle of promoting the development of partnerships which encourage and enable local organisations to deliver local projects for the benefit of the residents of Swaffham.

To apply for a grant (or match funding) you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the residents of Swaffham.

Commercial organisations can only apply for Sponsorship or Donations towards innovation or events, and shall only be considered on the overall benefit to the residents of Swaffham and the Town as a whole.

1 GRANTS, SPONSORSHIP or DONATIONS (including match funding)

We have four levels of grants, sponsorship or donation as detailed below; in general the higher the amount requested, the greater detail required and greater scrutiny will be applied

up to £250

over £250 and up to £1,000

over £1,000 and up to £5,000

over £5,000

2 TEMPORARY LOANS (including Prime Pumping money)

We have two levels of Temporary Loans as detailed below, similar supporting information is required for Grants. The loans can be used to cover early expenditure for an event or to bridge an identified cashflow issue.

Up to £250

Over £250 and up to £1,000

***Please note that all Temporary loans must be repaid within the same Financial year that they are paid out.**

3 Application Dates

We operate four funding rounds each year with awards made in January, April, July and October. Applicants are to provide a fully completed application form which includes all the supporting documentation as required by 15th December for January; 15th March for April; 15th June for July and 15th September for October grant awards. Only in exceptional circumstances will the council consider an application outside of these dates.

Applicants are invited to apply for any awarding round, but priority will be given to those not in receipt of funds in previous rounds.

***Please note that any applications submitted without supporting documentation will not be considered.**

4 Terms and Conditions

In general, the following terms and conditions apply:

- Funding will be given on a need basis, merit of the event/project and overall benefit to the local community.

- Applicants must clearly show how any assistance given will benefit the people living in Swaffham or the environment of Swaffham.
- Funding will normally only be awarded depending on the Council's budget allocation (for Capital or Revenue Projects or Community Events) and may be subject to constraint.
- Funding cannot be used towards general running costs, routine maintenance, salaries or hospitality.
- All funding given will be subject to monitoring and evaluation of the outcome of the application, organisations may be invited to come and speak at a Council meeting.
- Organisations should not make a presumption that any awarded funding will continue, on a 'year to year' basis.
- All projects must acknowledge Swaffham Town Council's financial contribution in all marketing material and the Town Council logo will be made available for inclusion for such purposes.
- Without a completed application form and accompanying supporting documents, applications will be rejected.
- No Grant funding is available to contribute to a surplus for charitable distribution, to increase an organisation's reserves or increase the profits of a fundraising event of any type.
- A fundraising event may be sponsored by the Council for a specific purpose; or the Council may choose to give a one-off donation towards a cause that benefits the wider community of Swaffham.
- Swaffham Town Council will not accept applications to fund individuals, organisations involved in party political activities, or bodies who may pass grant monies onto a third party. Please note that the aforementioned list is not exhaustive.
- Applications from organisations with substantial unallocated resources (reserves) will not be considered a priority for funding.
- Applicants agree to abide by these general principles when submitting an application and are to accept that the Swaffham Town Council reserves the right to impose additional conditions if appropriate.
- As a general rule, the Town Council does not support National Charities, consideration may only be given in exceptional circumstances where it can be proven that there is direct benefit to Swaffham residents or a Locally based Branch or the National Charity.

5 Monitoring and Evaluation

For all applications above £250 each applicant must provide evidence of how any previous grant money from the council has been spent.

Applicants will be required within 6 months of receiving a grant to provide details of what the impact of receiving a grant has been on their project or event. This will include the requirement to provide a written report and when requested make a presentation to the Council. In general, the larger the grant awarded the greater the detail required.

6 Decision Making Process

All grants applications submitted will be evaluated on merit by the Town Clerk or designated member of staff and Town Councillors. The Full Council will make the final decision (at one of their quarterly Finance meetings) based upon the information placed before them (on merit).

Decisions will be made in line with Swaffham Town Council's agreed 'Financial Regulations', financial constraints and the general principles adopted within the Council's annual Budget.

- The Town Council prefers the payment of grants to be made by electronic transfer (BACS). Cheques can be written out if agreed in advance with the recipient organisation.
- Grants should be spent for the purposes stated on the application only.
- Swaffham Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned
- The Council will request as standard your organisation's latest bank statement, audited accounts and balance sheet, also an estimate of the income and expenditure for the current year.