

IVYBRIDGE TOWN COUNCIL GRANTS POLICY

Introduction

Ivybridge Town Council (ITC) is able to award grants in order to:

- Promote or improve the economic wellbeing in the area
- Promote or improve the social wellbeing in the area
- Promote or improve the environmental wellbeing of the area

Grants may be used across the whole or part of ITC's area, including any land which is owned or leased by ITC and to benefit all or any person resident in ITC's area, or any person who works in the area, tourists, commuters or travellers.

When exercising its power to award grant aid, ITC will favour grant aid applications which complement all or any strategic objectives which have been decided by ITC.

ITC aims to promote and aid self-sustaining community projects with its grant funding. To meet this aim, ITC favours granting financial aid for Capital costs (eg start-up, equipment, materials, buildings) over ongoing running costs (eg staffing and salaries, consumables etc).

Guidelines for applicants:

Normally no grant awarded will exceed 50% of the total budget for grants. A guide to the total amount available to apply for at each deadline will be available on the Town Council website and from the Town Hall.

Applications from 'for profit' or political organisations will not be considered. Grants cannot be used for activity such as promotion of political party or religious activity, parties, alcohol, building works and other large scale capital expenditure. Grants cannot be 're-granted' as payments to individuals.

Applicants are required to apply on the form provided by ITC and by the date indicated during each round of applications. Late applications will not be considered.

Applicants must demonstrate a clear need for financial aid.

Applications will only be accepted from local groups or organisations that:

- A. are governed by an active management committee of at least 3 unrelated people
- B. have a bank account in the name of the group or organisation
- C. have a governing document such as a constitution, set of rules, memorandum and articles of association
- D. have up to date accounts
- E. have safeguarding and equalities policies appropriate to the size and activity of the organisation

Applications should be accompanied by:

- A. a copy of the organisation's up-to-date accounts showing any balances in hand together with a prediction of anticipated expenditure to be incurred in the coming year (ITC accepts that newly-formed organisations will have limited financial information available and will take this into consideration and nothing in these guidelines will prevent a grant being made to a new community activity or organisation within the town.)

- B. a copy of a bank statement from the last 3 months
- C. a list of the committee/board members
- D. a copy of the governing document ie constitution, set of rules, articles or memorandum of understanding
- E. a copy of safeguarding & equalities policies, or statements, appropriate to the size and activity of the organisation
- F. a business or project plan, including indicators of success, a timescale and details of how the project will be evaluated and how 'best value' will be demonstrated.
- G. plans for ongoing funding of the project.

Organisations receiving grants must show in their future accounts that the grant was received from ITC. All recipients must mention the support of ITC and use its logo in any publicity of the activity supported by the grant.

All recipients of ITC grants must agree to co-operate fully in any evaluation requested by ITC of the way in which the grant was used, and the benefits achieved from it.

Grants to national organisations will only be made to autonomous local groups responsible for their own fundraising.

No more than one grant will be awarded to an organisation in any financial year.

Grants cannot be made for expenditure already incurred and must be claimed within 3 months of the award by invoicing the Town Council. Proof of expenditure (invoices/receipts) may be required by the Council and proof should be retained by the organisation for up to 18 months after the grant is claimed.

Applications that include joint, part and matched funding requests will be looked on more favourably. Evidence of grant applications and/or awards by any other Local Authority, council or other funding organisation must be supplied.

The decision of ITC is final and no correspondence will be entered into.

Council Grant Awarding procedure:

Applications must be received by the dates advertised on the Town Council website by the Town Clerk. There will usually be two deadlines in each financial year.

The Town Clerk will sift applications, ensuring any ineligible applications are removed.

The Policy and Resources Committee will consider all valid applications and decide what grants are to be awarded. In deciding on the award of a Grant, councillors must be mindful of the parameters set in in the introduction to this document and especially ITC's desire to match its allocation of a grant given to complement the ITC's strategic objectives.

The Town Clerk will inform all successful and un-successful applicants once the decision has been made by the Committee. At the discretion of the Clerk, feedback may be given to un-successful applicants, but no correspondence will be entered into.

Appendix 1: APPLICATION FORM

Application for a grant – Deadline 1 or Deadline 2 date:

(see website for this year's deadlines)

1. Name of organisation this grant is for:

2. Person making this application:

Name

Position in organisation

Contact address

Phone

Email address

3. What type of organisation are you applying as (eg charity, constituted club etc)?

4. Amount of grant sought (see website for current limits)

Total cost of the project/activity: £

Amount of grant required from ITC: £

If the Council is not able to award the whole amount, what is the minimum amount you need?
£

Please give the names of all other bodies who are being approached for funding in the form of a grant or other financial support, together with the amounts, and indicate if they have confirmed or if pending (if confirmed please include proof eg offer letter):

Where will you seek the rest of the cost of the project/activity from:

5. Please indicate all previous grants awarded by ITC.

6. Please itemise how the value of the grant will be spent should you be successful:

7. Please explain clearly how the project/activity you are seeking funding for will contribute to the social, economic and/or environmental wellbeing of Ivybridge. You should relate this to the introduction in the policy.

Please include:

- i. The name of the project/activity
- ii. how you will work with other organisations
- iii. how you will promote your project/activity
- iv. the number of people it will benefit
- v. what your indicators of success will be
- vi. a timeline for the project/activity
- vii. details of how the project will be evaluated
- viii. how 'best value' will be demonstrated.

8. Plans for ongoing funding of the project/activity. How do you intend to continue this project/activity once the grant has been used? If a one off project/activity, then please explain the long term benefits to the town.

9. You must include the following documents with your application:

1. a copy of the organisation's up-to-date accounts showing any balances in hand together with a prediction of anticipated expenditure to be incurred in the coming year (ITC accepts that newly-formed organisations will have limited financial information available and will take this into consideration and nothing in these guidelines will prevent a grant being made to a new community activity or organisation within the town.)
 2. a copy of a bank statement from the last 3 months
 3. a list of the committee members
 4. a copy of the governing document ie constitution, set of rules, articles or memorandum of understanding
 5. Copy of safeguarding & equalities policies, or statements, appropriate to the size and activity of the organisation

We wish to apply for a grant for the above-mentioned purposes. We confirm that the organisation we represent will comply fully with the grant policy of ITC and will provide a response to any evaluation of the way in which the grant was used, and the benefits achieved from it, as requested by ITC.

We confirm that the organisation will acknowledge ITC's support and show in future accounts the full amount of the grant received from ITC.

Signed
(Chairperson or head of the applying organisation)

Name
Position
Date

Signed
(Person making the application or other authorised person)

Name
Position
Date