



IVYBRIDGE TOWN COUNCIL

GRANTS POLICY

Who can apply?

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 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.

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

How can the grants be used?

Ivybridge Town Council (ITC) will award grants which will:

- 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).

Grant conditions

Grants are awarded at the Council's discretion and in all instances, payment of grant is subject to availability of funds allocated for this purpose. Grants may be applied for any amount from £50 to £1,500.

Applicants must demonstrate a clear need for financial aid.

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.

When and how do I make an application?

The total amount for distribution will be allocated twice-yearly in equal proportions – usually in April and October. Deadlines for receipt of applications will be published on the Council's website, Facebook page and displayed around the town. Applications received after the closing date, or where there are insufficient funds in the half yearly allocation, will be held over until the following allocation period.

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, i.e. constitution, set of rules, articles or memorandum of understanding
- e) A copy of safeguarding and 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

Grants process

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 Town Clerk, feedback may be given to un-successful applicants, but no correspondence will be entered into.

If I am successful in being awarded a grant, what must I do?

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 complete a Grant Feedback Form to assist ITC in evaluating how the grant was used, and the benefits achieved from it.

Policy review

This Grants Policy will be reviewed annually.

Alternative formats

Disability discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office, or by telephoning 01752 893815 or by emailing the Town Clerk's office townhall@ivybridge.gov.uk

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