



# Seaton Town Council Constitution

## Chapter 16 Community Grants Scheme

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# **Community Grants Scheme**

## **1. Introduction & Policy Statement**

1.1 Seaton Town Council (“the Council”) recognises the immense value of voluntary and community activity and its contribution to residents’ well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need and accountability.

1.2 The Council has the authority to make grants under the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers ‘will bring direct benefit to the area, or any part of it or all of some of its inhabitants’. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.3 The grants are usually one-off payments for projects, such as the provision of new equipment. They can not be used to pay for staffing or other day to day running costs of a group or organisation.

1.4 The Council allocates a finite amount of funding each year for capital grants.

1.5 Capital grant requests may exceed the funds available, so early applications are encouraged.

1.6 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that finite resources are distributed fairly. Capital grant requests exceeding £1,000 will not usually be met in full, although exceptions may be made where the Council considers it appropriate.

## **2. Principles**

2.1 Recipients of previous grants should not assume that they will be awarded a grant in future years. In any event, no further application will usually be considered from the same group or organisation for a period of 2 years from the date a grant is made. Grants will be awarded based on the criteria and assessment process set out in this policy, as amended from time to time.

2.2 Grants are awarded at the absolute discretion of the Council.

## **3. Eligibility Criteria**

3.1 Grants will only be awarded to organisations or groups which demonstrate that they:

- a) Have a need for grant funding. Grants will not usually be awarded to any organisation with significant uncommitted funds
- b) Have, in the opinion of the Council, sound governance arrangements
- c) Have, in the opinion of the Council, sound financial management and plans
- d) Represent good value for money
- e) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions

3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.

3.3 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Seaton.

#### **4. Application and Determination Process**

4.1 Application forms are available on the Council's website.

4.2 Grant applications can be submitted for consideration at any time during the Council's financial year. Available grant funding does diminish over the course of the financial year and early applications are therefore encouraged.

4.5 Original applications are circulated to all members of the Council for scrutiny. On occasions, the Town Clerk may be asked to seek further information or clarification from the applicant and visits to applicants' organisations may be requested.

4.6 All organisations in receipt of grants will be required to provide a short report for the Annual Town Meeting each year, to explain how the grant has been used for the benefit of their organisation.

#### **5. Supporting documentation required**

5.1 The following items are required in support of each application:

- Insurance: evidence of current Public Liability Insurance covering a minimum of £2 million, Employer's Liability Insurance (if you are employing staff) and buildings / contents insurance (if applicable)
- Accounts – you must provide a copy of your audited accounts for the latest complete financial year and bank statements covering the last three months
- Aims of the organisation/constitution/memoranda and articles/terms of reference
- Child protection and vulnerable adult policies

- 5.2 The application itself must contain the following information:
- a) Names and addresses of key contact
  - b) The overall aims and objectives of your organisation
  - c) Description of the service provided, project or event to be supported
  - d) Reason for application with details of how the grant will be used
  - e) Number of clients served
  - f) How much funding is being applied for
  - g) How the grant will benefit the town and people of Seaton
  - h) Other sources of funding for the same purpose, whether secured or unsecured

## **6. Eligibility**

The eligibility of applications will be assessed against the following criteria:

6.1 If the applicant has received funding in previous years, the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level.

6.2 Applicants must answer all the questions on the application form.

6.3 Applications must demonstrate direct benefit to the inhabitants of Seaton.

6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Seaton.

6.5 A schedule of awarded grants will be published on the Council's website annually.

6.6 Feedback on individual grant applications may be given on request to the organisation concerned.

6.7 Once an application is received from a group or organisation, no further application will usually be considered from the same group or organisation for a period of 2 years from the date a grant is made in respect of that application.

## **7. Conditions**

7.1 Minor changes may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreed in writing.

7.2 Records should be kept showing how the grant has been spent.

7.3 Any funds not utilised for the original purpose must be returned to the Council.

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