

TENBY TOWN COUNCIL

POLICY AND GUIDANCE FOR AWARDING GRANT AID

About Tenby Town Council grants:

Tenby Town Council grants are made for the benefit of people and projects local to Tenby. Grants will be given in accordance with the relevant Local Government Acts and Statutes

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting, voluntary, non profit making and charitable organisations which are non-commercial and whose membership and field of activity is centred within the electoral boundaries of Tenby. Grants should represent assistance with events of local use or should be seen to have clear local benefit to the population of Tenby.

National appeals are, with limited exceptions, outside the scope of the Council's grant aid policy and, at present, the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the United Kingdom.

The Council will normally expect to distribute grants to a variety of organisations which, in practice may mean that a lesser amount will be awarded than that applied for. In any eventuality grants will be up to a maximum of **£5000**.

Any group awarded a grant of £2000 will be allocated a Council member who will act as an observer and link with the Council. This Council member will be expected to be invited to the group's committee meetings.

Normally only one grant per year will be made to each applicant. The awarding of a grant in one year will not preclude, but nor will it set a precedent for, continued support in future years.

When considering your application:

The Town Council will look at:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- The level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities.

The Town Clerk is available if you would like to talk through your application form before completing it.

How and when to apply:

Grant applications will normally only be considered when accompanied by an application form.

For groups or individuals seeking grant aid of less than £250 a letter of request will be acceptable providing that:

- **Your aims and objectives are clear and well defined and are real benefit to the community of Tenby**
- **You have annual accounts or a statement of income and expenditure, which you must include, with your application.**

Requests which do not specify the amount of grant aid required will normally require an application form.

Applications will be determined at the nearest available meeting of full council and must be received at least one month before a meeting to guarantee consideration. Dates of meetings of full council are publicised widely and are also available from the Town Council offices. Applicants will be advised following the meeting if their grant has been approved.

Who can apply?

You can apply if...

- You are a not for profit group operating for the benefit of the community in Tenby.
- You must use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned we would expect the grant to be returned.
- Your group is set up for charitable purposes, however you don't have to be registered as a charity or recognised by the Inland Revenue to apply for a grant. You will need to have some form of management committee or steering group with a bank account with more than one signatory;
- You are a group of people, not necessarily constituted *who/that* has specifically come together to run a project without having a separate constitution. However, you must have a separate bank account. Grants in these circumstances will be made on a one off basis and if you wish to apply again in the future, your group must be constituted;

- Your aims and objectives are clear and well defined and are real benefit to the community of Tenby;
 - You have a constitution or set of rules which you must include with your application form;
 - You have a bank or building society account with at least two joint signatories
 - You have annual accounts or a statement of income and expenditure, which you must include, with your application;
 - Your group is working towards an equal opportunities policy and constitution and can demonstrate that it is working within the Disability Discrimination Act and is aware of health and safety requirements
 - You have a working child protection and/or vulnerable adults protection policy if you are working in this area
- you are a school association/PTA applying for a grant which is for an extra curricular activity subject to funds being ring-fenced.

New groups

Applications from new groups are welcome. We will need to know:

- why you want to start the group and how it will be continued
- have you any support from people wanting to join or run the group
- how you know there is a need

As new a new group you may not be able to provide a set of accounts for last year, however we would need to see bank statements and an estimate of your income and expenditure for your first year.

Branches

If you are a branch of a larger organisation you must have:

- a constitution or set of rules of your own
- a separate management committee
- your own bank account
- your own annual accounts approved by the management committee
- control over your own income and how it is spent
- a specific brief for activities benefiting the community of Tenby

Individuals

Individuals wishing to run projects that would be of benefit the community are eligible to apply if the following criteria/conditions are met:

- a bank account separate from the individual's personal account is set up with two independent signatories;
- evidence of the level of support from the intended beneficiaries of the project

Is there any limit to how much can be applied for?

The maximum figure payable for grants will be £5,000. An applicant applying for more than £2,000 will have to provide evidence in the form of a business plan and financial forecasts.

What will not be funded?

activities that are part of statutory obligations or replace statutory funding, including curricular activity in schools;
endowments;
Salaries of any description
loan repayments;
rates, council tax and utilities;
second hand road vehicles;
projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Tenby Town Council grant runs out
religious/political groups unless unrestricted community benefit can be demonstrated

The Council will normally provide grant aid towards specific projects or purchases of equipment. However, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the town and /or its residents.

The Council will also consider assistance in kind such as use of rooms in Augustus Place at reduced or free rental within the terms of its policies.

When a grant may have to be repaid

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and may be prosecuted.

Data Protection Act 1988 Information

In signing the application form, you give permission for Tenby Town Council to use the information that you provide:

- for establishing your entitlement to a grant
- to administer and analyse applications and grants.

We aim to make our grant making and assessment process as open and clear as possible. To achieve this aim we may:

- hold open committee meetings, where we discuss individual applications in front of the public or media; and
- allow your representatives to see information about the way in which we reach decisions on your application.

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

Terms and conditions of receiving a grant

Please read carefully.....

This section is important because it is a condition of any application that you have read, understood and accepted it.

- All applications will go to the full Town Council for approval. All decisions made by the full council are final. Please note that the meetings of the Town Council are open to members of the press and the public and that minutes of the meetings are available from the Council Office, the Council website and the town library..
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Council will not give retrospective grants or to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the bank account detailed on the application form.
- For grants of £500 or more we will ask you to complete a short report to tell us what you achieved with the funds. We will also ask you for proof that the money was spent for the intended purposes.
- If contractors are used for any work the Council may require organisations to provide written estimates.
- Recognition of the grant from Tenby Town Council must be made in any publicity and in the group's accounts
- We will use the name of your Group (not personal data) and its project in our own publicity material.
- When a grant expires, Tenby Town Council has no commitment to provide any further funding for the project.
- Maximum grant payable will be £5,000. Any group awarded a grant of between £2,000 and £5,000 will be allocated a Council Member who will act as an observer and link with the Council and will attend the groups committee meetings.

The information in these guidelines could change from time to time. Policy and regulations on distributing funds may also change. Tenby Town Council reserves the right to amend any policy, procedure and assessment criteria.

The application form may not necessarily reflect all the information used by the Council in determining applications and the Council may seek additional information to check the application and organisation.

Anyone wishing to apply for a Grant should request an application form from:

**The Town Clerk
Tenby Town Council
De Valence Pavilion
Upper Frog Street,
Tenby Pembrokeshire
SA70 7JD**

Tel: 01834 842730

E mail: tenbytowncouncil@btconnect.com

Website: www.thelocalchannel.co.uk/tenby