



## Grants Policy

<b>Written by</b>	Mrs Sarah Haydon, Chief Officer
<b>Reviewed</b>	September 2019
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<b>Review date</b>	September 2021

### 1. INTRODUCTION

1.1	<p>Biddulph Town Council operates two grants schemes throughout the year.</p> <ol style="list-style-type: none"><li>1) Town Council Grants Scheme</li><li>2) Town Councillors' Community Grants Fund</li></ol> <p>Grants are allocated at the discretion of the Council and in accordance with the agreed strategic objectives.</p>
1.2	<p>The provision of grants help the Town Council to:</p> <ul style="list-style-type: none"><li>• Enable organisations and individuals to access funding to support projects, educational experiences, new opportunities and innovations.</li><li>• Enable local people to participate in voluntary groups, organisations and activities.</li><li>• Support organisations which meet the needs of people experiencing social and economic difficulties.</li></ul>

### 2. OBJECTIVES OF THE POLICY

2.1	<p>The aim of this policy is to provide information about the purpose of grants and the process undertaken in order to manage this allocation effectively.</p>
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### 3. GENERAL PRINCIPLES

3.1	<p><b>Priorities for support</b></p> <p>The amount of work or number of projects that can be supported by the Town Council is limited to the amount of funds that are available for distribution each year. The Town Council have determined that the current priorities for funding are:</p> <ul style="list-style-type: none"><li>• Young People (aged 13-19)</li></ul>
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	<ul style="list-style-type: none"> <li>• Carers</li> <li>• People at risk of loneliness and isolation</li> <li>• Opportunities providing educational experiences</li> <li>• Provision to improve social welfare and community cohesion</li> </ul> <p>The priorities for support will be reviewed by the Town Council every three years and may be amended following consideration of local circumstances and the perceived effectiveness of the allocation of funds. Any change to these priorities must still fulfil the strategic objectives of the council.</p>
3.2	<p><b>Principles applied in determining support</b></p> <p>In awarding grants, the Town Council will apply the principles below. Councillors will consider any requests where:</p> <ul style="list-style-type: none"> <li>• the beneficiaries are based in Biddulph, or a high percentage of Biddulph residents will benefit, and</li> <li>• the groups and organisations are based within the area administered by Biddulph Town Council.</li> </ul> <p>Each request will be considered on its own merits. Where requests have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to Councillors. Councillors will carry out sufficient due diligence to ensure that the request or situation meets both the strategic objectives, and the priorities for support set out in this policy.</p> <p>Councillors are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation. This includes, but is not limited to, lottery allocations or grants from other local authorities.</p> <p>The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be ‘pump-priming’ to help organisations get established or organisations which deliver a substantial part of the Council’s priorities.</p> <p>The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support ‘in kind’, rather than provide grant assistance.</p>
3.3	<p><b>Administration</b></p> <p>Applications will only be considered when made on a formal application form. Further guidelines are included within the application form(s) and associated guidance.</p> <p>The <b>Town Council Grants Scheme</b> welcomes applications for grants between £30 and £2,000. Larger amounts may be considered in exceptional circumstances. Only one application will be considered per organisation.</p> <p>The <b>Town Councillors’ Community Grants Fund</b> welcomes applications for grants of up to £250 per Town Councillor, although a number of Town Councillors may wish to combine their allocations for a larger award.</p> <p>Consideration of the following criteria will determine eligibility for a grant:</p> <ul style="list-style-type: none"> <li>✓ A complete application form has been submitted with relevant additional information.</li> <li>✓ The organisation/ individual has received a grant before</li> </ul>

	<ul style="list-style-type: none"> <li>✓ How the group is set up and managed</li> <li>✓ Current finances and the financial need for funding</li> <li>✓ A demonstrable need/demand for the project/ initiative</li> <li>✓ Support and involvement from the wider community is identified</li> <li>✓ The project provides value for money for the residents of Biddulph.</li> </ul>
3.4	<p>Councillors should be confident:</p> <ul style="list-style-type: none"> <li>• Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;</li> <li>• Of the person(s) responsible for the management of the grant and for overseeing the work;</li> <li>• That all applicable legislation and working practices associated with the work are fully and properly applied, including, but not limited to, ensuring that safeguarding policies are in place for organisations/ individuals working with children or vulnerable adults.</li> </ul>
3.5	<p>With the agreement of the funding, grants will be provided by means of a cheque. The council's normal payment authorisation process will be applied to any allocations.</p>
3.6	<p>Biddulph Town Council reserves the right to monitor the application and use of any grant aid and may withhold, withdraw, or recover the grant, if the operation for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of application.</p>
3.7	<p>Documents received as part of the grants process will be stored and subsequently disposed of in accordance with the council's policy on data protection and prevailing Data Protection legislation.</p>
3.8	<p><b>Decision making</b></p> <p>The decision of the Town Council on whether to award a grant is final.</p> <p>The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Act.</p> <p>Councillors are not obliged to provide an explanation to applicants in the event that their application is not successful.</p>
3.9	<p><b>Town Council Grants Scheme-</b> Applications may be submitted at any time, however they will only be considered once a year. All applications must be submitted to the Town Council by May each year (specific dates are publicised on the council's website) in order to qualify for funding for the following year. The Finance Committee will then meet to make their decisions on the allocation of grants during June; these recommendations will then go to Full Council for ratification.</p> <p><b>Town Councillors' Community Grants Fund-</b> Applications may be submitted between August and January each year (specific dates are publicised on the council's website). The Town Council aims to process each application within a six-week period.</p> <p>A published list of successful applicants will be available on the Town Council</p>

	website.
3.10	An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project.

#### 4. RELEVANT LEGISLATION

4.1	<p>In developing this Policy, Biddulph Town Council has considered legislation in relation to the allocation of grants set out in the <b>Local Government Act 1972</b>.</p> <p>Section 137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.</p> <p>A local council may spend money (subject to the statutory limit) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants. The Council must also ensure that the direct benefit accruing to its area or residents is commensurate with the expenditure incurred.</p> <p>The maximum amount which a council may spend under section 137 in any one fiscal year (i.e. 1 April to the following 31 March) is an index-linked amount per head of the “relevant population”,</p> <p>Biddulph Town Council is not currently eligible to exercise the general power of competence, but retains the power to incur expenditure under section 137.</p>
4.2	The management and distribution of information is governed by the <b>Data Protection Act 1998</b> and the <b>Freedom of Information Act 2000</b> .