COMMUNITY GRANTS POLICY

TOTNES TOWN COUNCIL

February 2021

The Totnes Town Council Community Grant Scheme is to support local charities and community organisations in Totnes (up to 2 miles of the parish boundary).

Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore we apply very stringent criteria to each application.

Scoring Mechanism to assess applications

Every application received during one of the two application windows will be considered by the Council Matters committee.

a) Working with others; networking/partnering
b) Providing something different
c) Getting more people involved - widening participation
d) How the project meets the Town Council priorities.

Important Terms & Conditions

a) Grant applications will only be considered where
   - The project or activity directly benefits residents within the parish boundaries of Totnes.
   - The project is not funded by any other means by Totnes Town Council.
b) There is clear evidence of need for the project.
c) The organisation has clearly defined aims and objectives.
d) The organisation has its own bank account with at least 2 authorised signatories.
e) Grants cannot cover costs that have already been incurred.
f) The organisation must be a non-party political and non-profit making. Individuals will not be funded.
g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
h) All supporting documents are required to be submitted with the application form.
i) The organisation must invoice the Town Council for the grant awarded and submission of this invoice and the application form will be considered acceptance of the terms and conditions outlined in this policy.

Examples of projects considered:

 • Groups that support the ongoing needs of vulnerable people to ensure that their health and wellbeing is maintained

• Groups and activities that support vulnerable people shielding and self-isolating (older people, people with pre-existing medical conditions etc)

• Support for organisations working to combat hardship

• Community response coordination

• Volunteer costs for new and existing organisations responding to the effects of the pandemic

• Additional costs of working remotely and adapting services delivered in the wider community

• Costs associated with youth support, mental health, bereavement and emotional needs, not already funded as a statutory service.

The following guidelines should be considered:

• The grant period will be for a maximum of 6 months from the date the grant is awarded

• Please tell us the least amount of funding you need in order to help make funds go as far as possible

• Each application will be considered on an individual basis and in light of what funding is available at the point of receipt

• Bear in mind that we are expecting to receive a high number of applications and may only be able to part fund your project or not fund it at all

Who can apply:

• Not-for-profit, constituted organisations

• Registered charities

• Social enterprises, including CICs

• Unincorporated clubs and associations

• Schools, where the support is outside of statutory provision and is directed at addressing hardship faced by families with children at the school, such as provision of IT equipment to enable children from known vulnerable families to access online education support at home

All applicants must:

• Be governed by an active management committee of at least 3 unrelated people, such as Trustees and Directors

• Have a bank account in the name of the organisation with at least 2 unrelated signatories

• Have a Governing document, such as a Constitution, set of rules, Memorandum and Articles of Association

• Have up-to-date annual Accounts

• Have Safeguarding and Equality Policies in place, which are up-to-date and comply with latest legislation

What can't be funded

• Applications from individuals

• Loss of income

• Large capital items, including vehicles

• Parties, alcohol or shopping trips

• Promotion of religious or political activity

• Large scale building works

• Grants awarded to individuals by the funded organisation

• Support delivered by a national charity where there is no local branch

• Retrospective funding

Supporting documents:

The following documents WILL BE REQUIRED to support your application:

- A copy of your latest Accounts
- A cashflow breakdown for the past 6 months, to clearly show income and expenditure
- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code
- A list of your Management Committee
- A copy of your Governing Document (Constitution, set of rules, Articles or Memorandum of Association)
- A Safeguarding Policy. If you do not have a Safeguarding Policy, we would ask that you provide an outline of what safeguarding measures you have in place to protect the people that you support and your volunteers. This should be uploaded with your application.

Online applications will be assessed by the Town Council team in date order of receipt. You may be contacted to request additional information or documents to support your application.

Eligible applications will be reviewed by the Council Matters committee and ratified by Full Council as per the timeline and deadlines outlined on our website.

Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Totnes Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned**, please ensure receipts are kept for 12 months following expenditure.**

Publicity Requirements

- Totnes Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated.