



BODMIN TOWN COUNCIL

GRANTS POLICY

Introduction

Bodmin Town Council does not have an allocated budget for awarding grants and this policy has been produced to assist the Council with its decision making process should it wish to provide financial support.

Bodmin Town Council, as a local (parish and town) council, operates at the first tier of local government and has an extensive range of discretionary powers that it can utilise to provide and maintain a variety of important and visible local services.

Bodmin Town Council can provide, at its discretion, financial assistance and support to projects in the local community which are for the benefit of Bodmin residents.

The Council is not obliged to provide financial support by way of grants. Should it wish to do so, the Council can award grants subject to satisfying a set criteria, and which can be amended from time to time by Bodmin Town Council.

Any grant is therefore subject to funds being available.

Bodmin Town Council will follow best practice advice and guidance in awarding any grants and the central theme to any award will be value for money (for local taxpayers) and ensuring that public money is spent in a responsible manner.

In order for the Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria.

It is important to reiterate that grants are awarded at the discretion of the Council.

Making a Grant

Grants will not be made to the following:

- Commercial / profit making organisations (private sector);
- National charities unless there is a clear and demonstrable benefit for the people of Bodmin;
- Projects promoting political or religious beliefs;
- Individuals;
- Beneficiaries with reserves in excess of 6 months running costs unless there is a special project which meets the strategic aims and objectives of the Council and which satisfies a demonstrable local need;
- Parish and Town Councils;
- Organisations / groups not based in Bodmin (predominantly outside the PL31 post code).

Before a grant can be awarded, the Council will need to ensure that it has the appropriate enabling power(s) to make any grant.

Grants would not normally exceed 40% of the cost of the project. The Council can set an appropriate grant limit at its discretion based on available budget and whether a project meets the Council's strategic aims and objectives.

Before determining any grant award, the Council will require the following documentation to be provided to the Council / relevant Committee for consideration. This should include but is not limited to:

- Names and addresses of key contacts;
- Names of Chairman, Secretary & Treasurer;
- Copy of the constitution that governs the organisation;
- Location of activities;
- Number of beneficiaries served (where relevant);
- Description of service provided (including a specification of works where available);

- Details of how the grant will be used;
- How much funding is being applied for from other sources;
- Other sources of funding for the same purpose, whether secured or unsecured;
- How the grant will benefit the town and people of Bodmin;
- Latest audited or certified accounts (must not be more than 18 months old);
- How Council support will be acknowledged/publicised;
- Has clear policies on equality and diversity and safeguarding as appropriate and any other policy which might be applicable to any project and which without having an appropriate policy in place might influence the decision to award a grant.

The above list does not purport to be in any priority of order.

However, in some instances the need for the full range of supporting documents may not be necessary. The Council will therefore apply requirements on a case-by-case basis.

The below is a list of key requirements (but not exhaustive) as additional information which may be required, as the Council considers each grant on merit.

- In cases where other sources of funding are also being applied for, a "conditional offer" from the Council may be used to secure "match funding" and will only be issued with approval from the Finance, Staffing & Performance Management Committee or Full Council;
- Grants will not normally be paid until the entire cost of the project has been secured;
- Payment of the Council's grant will usually be on a percentage basis against submitted invoices;

The percentage awarded will be determined by the Council and will take into account the prevailing budget and the total cost of the project outlined by any community group / organisation;

Payment will only be authorised if works relate to the project or where works are clearly associated with the project and as agreed by Council;

- Evidence of how the money was spent will be required to include copy bank statements and providing clarification as necessary regarding account transactions should queries be raised by the Council's Responsible Finance Officer. Any irregularities will require clarification and supporting information. Failure to provide such information could result in payments being withheld and potentially leading to any grant being stopped immediately pending investigation by the Council / RFO;
- Organisations must notify the Council in writing of any change of circumstances which affect its financial position;
- Grants can only be used for the purpose they were awarded. Any change to the original project must be agreed with the Council;
- If the project is cancelled or only partially achieved, remaining grant monies must be returned to the Council immediately;
- If the Council makes a grant the project must be started within 12 months or the full grant must be returned to the Council immediately. If a delay is occasioned through no fault of the grantee the start date can be deferred but only with Council approval;
- If an Organisation is wound-up, any unused grant must be returned to the Council immediately;
- Where an organisation has assembled a funding package, the Council must be provided with the relevant terms and conditions under which these grants were awarded;

This should include any additional conditions stipulated by the Grants board / funding body at the time of the award;

- The Council reserves the right to visit the Organisation and observe the project to ensure that grant is being spent as intended.

Bodmin Town Council may provide a grant to another public body provided that the use of any financial support meets the Council's strategic aims and objectives and will lead to a direct benefit for local residents of Bodmin. An example could be a grant to assist with the prevention and detection of crime to reduce fear of crime in line with the Council's duty under Section 17 of the Crime and Disorder Act 1998.

It is likely that a potential project worthy of a grant can be discussed under the remit of any Committee of the Council. However, grant approval will need to be considered by the Council's Finance, Staffing & Performance Management Committee with any recommendation(s) ratified by Full Council.

Links with Other Policies

This Policy aims to provide the Council and its Officers with the guiding principles and parameters for factors associated with any grant, subject to funding. Any grant award is also subject to any project meeting the strategic aims and objectives of the Council.

This Policy links with the Council's Financial Regulations

Alternative Formats

- a) The Equality Act 2010 - copies of this document in large print (A3 format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council office or by telephoning 01208 76616 or via e-mail policy@bodmin.gov.uk
- b) The Council can also arrange to provide versions in other languages for staff whose first language is not English.

Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.bodmin.gov.uk and copies of this document will be available for inspection on deposit in the Council Office.

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