



## **BODMIN TOWN COUNCIL**

### **GRANTS POLICY**

#### **Introduction**

The aim of this policy is to provide guidelines for the Town Council when it considers and decides whether or not to fund requests for grants, free use of facilities and donations.

Bodmin Town Council annually sets a grant budget in order to provide financial assistance to a range of organisations, projects and activities which provide services for local residents. Applicants for funding must meet the main eligibility criteria set out below in order to be considered for a grant. It is at the discretion of the Town Council as to what extent such requests must meet the supplementary criteria also set out in this document. The Council is also able to consider free use of its buildings or facilities.

The grant funding is discretionary funding and as such is separate from any other services which the Town Council may fund under contract to fulfil statutory obligations or the delegated works of its committees.

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.

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.

#### **Criteria**

In order for the Council to be able to consider and 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:

- There is clear evidence of local need or demand for the proposed project/activity.
- The grant will help provide a facility or service that will be of real and direct benefit to local residents.
- Local residents will lose, or have significantly diminished, a service if a grant is not awarded.
- The applicant does not clearly fall within the remit of some other statutory agency, e.g. hospital, school, parish council.
- The applicant is not seeking funding for significant capital e.g. buildings or major equipment.
- The project/activity has a starting date within nine months of the date of request for a grant.
- The project/activity is properly thought through, is viable, of good quality and will ensure proper use of public funds, providing value for money.
- The organisation/project can demonstrate that it has the experience and competence to undertake what is proposed.
- The project/activity has defined aims, beneficiaries and outcomes.
- Mechanisms are in place for monitoring and evaluation of the project/activity
- The organisation/project demonstrates clear knowledge and commitment to equal opportunities, child and adult protection policies (where appropriate) and Health & Safety.
- That, for the most part, the organisation is run predominantly by volunteers.

## **Making a Grant**

Grants will not be made to the following:

- Organisation that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g running costs, staff costs, premises maintenance and general overheads.
- National charities unless there is a clear and demonstrable benefit for the people of Bodmin. In this case there should be clear evidence of the grant being used by that local branch and that there accrues a specific and direct benefit to local residents according to need. Examples of

local branches of national organisations/charities, which might fall within this definition, are Age UK, Samaritans, and CAB. The definition would not include such national charities as, for example, Cancer Research, British Heart Foundation where benefit is population based, unless for the benefit 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 a grant application form or free use of facilities form 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);
- 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.

The application should be submitted to Bodmin Town Council for the attention of the Town Clerk.

### **Appraisal Process**

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.
- The organisation/project is properly constituted, structured and administered in relation to its financial management and controls. Evidence needs to be sought that appropriate management mechanisms are in place and that accountability is provided through formally elected or delegated members/managers/trustees.
- Details of how the grant will be used.
- Grants will not normally be paid until the entire cost of the project has been secured.
- The Town Council reserves its right to withhold repeat applications in year or over a number of years on the basis of equity.
- 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 Policy and Resources Committee with any recommendation(s) ratified by Full Council.

### **Clawback/Suspension of Grants**

The Town Council reserves the right to claw back a grant awarded, or suspend a grant in the process of being awarded. Such circumstances would arise, for example, where a grant had been used for purposes other than those for which it was awarded. Should the Town Council become aware of any financial mismanagement, or have other serious concerns regarding the management or running of an organisation/project by the recipient of a grant, or any of the resultant services or activities, it reserves the right to suspend grant aid payments, or in extreme circumstances demand clawback. In such circumstances, the Town Council will, in the first instance, seek explanation and offer to assist in the resolution of such problems/difficulties. Any grant is for use in the financial year in which it is awarded. If an organisation has not spent all or any of its grant within the financial year, the balance should be returned to the Town Council. If the money is still required, a new application, or a request for an extension, must be made in good time to the Town Clerk.

### **Monitoring and evaluation**

The Town Council will request feedback from all organisations showing that they have spent the grant according to the grant terms and conditions. Such information will assist other applicants in the overall management and development of activities/projects. It is for the organisation receiving the grant to ensure the appropriate level of monitoring. Organisations/Representatives will be invited to attend the Annual Town Meeting to present feedback on their activities/projects.

### **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**

If you need information on this website in a different format please contact us:

- by email: [info@bodmin.gov.uk](mailto:info@bodmin.gov.uk)
- by phone: 01208 76616
- by post: Shire Hall, Mount Folly, Bodmin, PL30 2DQ

We will consider your request and get back to you as soon as possible.

Approving committee: Policy and Resources

Date of committee meeting: 17/2/2022

Policy effective from: 17/2/22

Date for next review: 17/2/23