

# SKEGNESS TOWN COUNCIL

## **POLICY TITLE**

Grants Policy

## **REVISION DATE**

June 2019

## **POLICY STATEMENT**

Skegness Town Council will consider grant applications from organisations for the purpose of supporting initiatives in the local community and to help create opportunities for the benefit of the inhabitants of Skegness.

Each year Council will set the budget for the amount of monies to be awarded in grants for the next financial year (1<sup>st</sup> April). Once the budget for the current year has been spent no further grants will be awarded until the next financial year.

## **GENERAL**

- Applications for grants can be made throughout the year, if the grant budget has already been spent for the current year you will be asked to submit your application for the next financial year (1<sup>st</sup> April). You may contact the Town Clerk to determine if there is any grant awarding budget remaining for the current year before you submit your application.
- Once a grant application has been made and all requested information received the application will be put on the next available Council agenda to be decided.
- The payment of successful grant applications will be made within 30 days of receipt of a letter from the Town Clerk to inform the applicant of the successful grant application.
- The Council will determine through its budget setting process the amount of grant to be made available in any given year.
- All grants are for one year only and are made on condition that the award is used for the purpose set out in the application.
- The Town Clerk will check all grant applications and make a recommendation to Council in each case.
- Only applications that clearly demonstrate a benefit to the local community will be considered.
- Only grant applications that are delivered complete with all necessary supporting information will be considered.
- The Council will consider grants up to a Maximum Grant Amount (MGA) which is initially set at £1000 but will be considered each year as part of the budget setting process.
- Financial details of applicants will be kept confidential

## SKEGNESS TOWN COUNCIL

Applications **WILL NOT** be considered from or for:

- Political parties or their affiliates
- Organisations that discriminate on the grounds of age, disability, gender, gender identity, sexual orientation, race and ethnicity, or religion and belief.
- Organisations operated as a business to make a profit or surplus.
- Local groups whose fund raising is sent to their central HQ for redistribution.
- National Charities

### INFORMATION USED TO ASSESS GRANTS

When considering a grant application, the Council will use the following guidance:

- To what extent is the organisation based and operating within the Town? Council should determine that there will be a commensurate benefit for the community.
- How many inhabitants of the Town will benefit from the grant and does it support equality of opportunity. This is not intended to prevent organisations with target groups (e.g. a group for the elderly) from applying, but the Council must consider the overall balance of the grants it awards to ensure that there is an equality of access to grants.
- Grants should be for specific future projects and/or purchases and not to support ongoing revenue expenditure except where these are first year revenue costs of start up organisations. Evidence must show a proven need and how the benefit will be delivered and in the case of start up organisations how the organisation will be sustained.
- To what extent is the organisation using its own funds to meet the needs it has identified.
- Organisations that have recently obtained grants from the Town Council will generally be given a lower priority than organisations that have not. This is to avoid organisations becoming too reliant on the Town Council and to ensure that there is a fair spread of limited resources.
- Latest accounts including bank statements (or for start up organisations a detailed business plan) should be examined to confirm the need, the viability and sustainability of the organisation.
- The Council should consider whether it needs to put in place any specific conditions on the release of funds (e.g. site of invoices, proof of order, staged payments)

# SKEGNESS TOWN COUNCIL

## GRANTS PROCESS

The availability of grants will be publicised at the Annual Town Meeting and on the Council's website.

- Grant application forms (see **Appendix**) are available from the Town Clerk or from the Town Council website. Application forms must be submitted along with the latest set of the organisation's accounts and copies of bank statements for the last 3 months. All questions on the application form must be fully answered and appropriate additional information provided. All applications supplied with all the requested information must be submitted to the Town Clerk and will be decided at the next available Council meeting.

The Town Clerk will review each application and check for completeness. Where possible, if the application is incomplete the Town Clerk will notify the applicant so that they can provide the missing information. However, it is the applicant's responsibility to ensure that completed forms are delivered to the Town Clerk and the Town Council takes no responsibility for late or incomplete applications.

The Town Clerk will compile a report of valid applications, with appropriate recommendations, to be considered by Council as soon as possible after submission and no later than the Council meeting to decide if the grant award is successful.

- The Council will consider all applications before a provisional decision is made to award grants, the Town Clerk will write to applicants and inform them of the Council's decision.
- Grants will be paid by cheque or electronic payment and will be made within 30 days of receipt of the letter from the Town Clerk to inform the applicant of a successful grant application.

## AFTER RECEIPT OF GRANT

- Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure.
- Organisations awarded grants for specific capital expenditure must produce proof of that expenditure within 6 months of grant.

# SKEGNESS TOWN COUNCIL

## **POLICY APPROVAL STATUS**

Approved 26<sup>th</sup> June 2019

## **POLICY REVIEW DATE**

June 2022