



# MINEHEAD TOWN COUNCIL

## GRANTS POLICY

### 1. WHAT IS A GRANT AND WHO IS IT FOR?

Minehead Town Council has a small budget for the award of grants. The Council can only award grants by using certain powers under Section 137 of the Local Government Act 1972. This allows the Council to award grants to community organisations, schools and other local groups and is a power specific to the activity for which the grant is sought, such as grants to a sports club or a music festival. In other cases, it may decide to use this power to award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area**. The critical words are **some or all** in both cases. This means that the grants to individuals are not feasible, and grants where the activity would not obviously benefit Minehead are equally problematic – however worthy the Councillors may feel the project to be.

- 1.1 **A Grant is any payment made by the council to be used by an organisation to enhance the life or community of the town for a specific purpose which is not directly controlled or administered by the Council.**
- 1.2 The Grants budget is set and agreed annually as part of the Council's budget setting process.
- 1.3 From 1 April 2011 Grants may be applied for any amount from £50 to £500.
- 1.4 As Minehead Town Council is funded only by its local residents, the aim of the Town Council's Grant Scheme is to promote a vibrant community in Minehead. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities to the community.
- 1.5 The Council reserves the right to reject applications or award less than the amount requested.

- 1.6 When applying for a Grant, an organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less than formal.
- 1.7 The Committee will take into account any previous grant made when considering a new application.
- 1.8 Grants will not be awarded retrospectively, for costs incurred in the past. Grants can only be applied to future funding requirements.

## **2. WHO CAN APPLY FOR A GRANT?**

- 2.1 Applications will only be accepted from voluntary, charitable and/or non-profit-taking organisations.
- 2.2 The organisation should be a properly constituted, non profit making voluntary body and should be wholly based in Minehead, or be able to clearly demonstrate that it will provide a direct benefit to the residents of Minehead.
- 2.3 Organisations may apply for a Grant or a Guarantee Against Loss to help with a particular project.
- 2.4 The organisation must provide, or propose to provide, an activity or service that is clearly for the benefit of all or some of the community.
- 2.5 The organisation is required to have a bank account in its own name with a minimum of two authorised signatories.
- 2.6 The organisation will be required to submit an application along with any supporting paperwork. The application will be considered at the next appropriate Finance & Staffing Committee meeting following its receipt.

## **3. WHO CANNOT APPLY FOR A GRANT**

- 3.1 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside of the UK.
- 3.2 Only one application may be made from any organisation in a grant year (runs 1 April until 31 March).

- 3.3 Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, sexuality, disability or religion.
- 3.4 Applications will not be considered from religious/political groups unless unrestricted community benefit can be demonstrated.
- 3.5 Applications will not be considered from any organisation or business operated as a business or to make profit.
- 3.6 Applications will not be considered from health or welfare organisations whose services should be provided by statutory funding.
- 3.7 Applications will not be considered from 'upwards funders' e.g. local groups whose fund raising is sent to their central headquarters for redistribution or donated to other organisations.
- 3.8 Applications will not normally be considered from national or international organisations or from local groups with access to national or international 'umbrella' or 'parent' organisations, unless funds are not available from their national/international bodies, or the funds available are inadequate for a specified project.

#### **4. HOW ARE GRANTS APPLIED FOR?**

- 4.1 An Application Pack is available from The Town Hall, The Parade, Minehead. It can also be downloaded at the Minehead Town Council website [www.mineheadtowncouncil.co.uk](http://www.mineheadtowncouncil.co.uk)
- 4.2 An applicant must complete the application form and this must be submitted with the relevant supporting documentation to The Town Clerk, Minehead Town Council, The Town Hall, The Parade, Minehead, Somerset, TA24 5NB.

#### **5. WHAT HAPPENS NEXT?**

- 5.1 On receipt, applications will be considered at the next appropriate Finance and Staffing Committee meeting and recommendations made for decision at the following Full Council meeting.
- 5.2 In the event that a large number of grant applications are received, an extraordinary meeting of the Finance and Staffing Committee will be convened to determine grant applications.

- 5.3 Applicants have the right to make a brief presentation to Council to support their application.
- 5.4 Within 7 days of the Full Council meeting the Clerk will advise whether the grant application has been successful.
- 5.5 The full amount of a Grant will be payable before the project starts. A Guarantee Against Loss will normally be payable after the project ends, on receipt of the accounts for the project. In exceptional circumstances, an organisation may apply to the Council for an advance against the Guarantee Against Loss.
- 5.6 Cheques must be made payable to the organisation's bank account not to any individual.
- 5.7 Following completion of the project for which the Grant was awarded, the Town Council requires accounts which specifically itemise the grant and a short report on the outcome of the project.
- 5.8 Any cheque issued for a Grant must be cashed by the end of the Financial Year in which it is issued (i.e. 31 March); no grant award may be carried over to the next financial year.
- 5.9 Minehead Town Council reserves the right to reclaim the Grant in the event of it not being used for the purpose specified on the application form.
- 5.10 Organisations that receive a Grant or Guarantee Against Loss will be required to acknowledge Minehead Town Council's contribution on all promotional literature or other publicity media.



# MINEHEAD TOWN COUNCIL GRANT APPLICATION FORM

**(Please complete this form in black ink to enable it to be photocopied).**

If you need assistance completing this form, then please contact Mrs Susan Sanders, The Town Clerk, The Town Hall, The Parade, Minehead, Somerset, TA24 5NB.

Tel: 01643 707213 or e-mail [info@mineheadtowncouncil.co.uk](mailto:info@mineheadtowncouncil.co.uk)

Name of Your Organisation:

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Correspondence address:

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..... Post Code .....

Name and address of person making the application

Name: ..... Position .....

Address: .....

..... Post Code .....

e-mail: .....

Tel No.....

What does your organisation do, and how does it benefit the residents of Minehead?

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When was your organisation formed.....

Is your organisation a registered charity YES/NO. Charity No .....

Is your organisation part of, or affiliated to, any national organisation YES/NO

If yes please give details .....

Does your organisation have a constitution? YES/NO

If yes could you provide a copy with your application.

Where does your organisation meet? .....

How many members does your organisation have?

Minehead Residents ..... Non-Minehead Residents .....

If your organisation is not membership based, please give details of the number of people you work with or provide services for and how many are resident in Minehead.

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What are your present charges/subs/fees? .....

**Your Project**

Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Minehead? Is it for the benefit of your members or the wider community? Is it aimed at a particular group within the community?

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(Please continue on a separate sheet if necessary)

What is the amount of the grant that you are seeking? £ .....

Please provide a copy of your most recent annual accounts along with a budget for the project for which you are seeking a grant.

Budget attached YES/NO .....

Have you received or applied for funding from other sources in respect of this project?

YES/NO (Please delete as appropriate) If yes, please give details:

Name of funding organisation	Amount Applied for	Amount Committed	Amount Received	Guarantee Against Loss?

**Declaration**

I declare that I have read and accept the information pack and that I have answered all the questions fully and truthfully. I also declare that any Grant made to my organisation will be used solely for the purpose outlined in this application. I agree to refund the Grant to Minehead Town Council in the event of it not being used for the purpose specified.

If the Grant or Guarantee Against Loss is awarded, I agree to acknowledge Minehead Town Council funding on all promotional literature or other publicity media.

I accept that the Town Council cannot be held responsible or liable for any incident that may occur either at an event or with an item that is purchased as a result of a grant.

I understand that the Town Council reserves the right to publish on its web site the names of the organisations that have been awarded grants and the amounts awarded.

Signed ..... Date ..... 20

Position .....