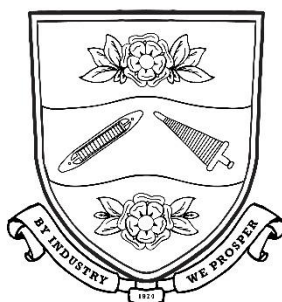


Todmorden Town Council



TODMORDEN TOWN COUNCIL

Discretionary Grants Policy

Prepared by: Colin Hill Town Clerk and Responsible Financial Officer
Date: Revised October 2019
Next Review date: October 2020
Adopted at Full Council TBA 2019

Contents

1. Introduction
2. Aims of the Grant Making Programme
3. Applicant Contribution Criteria for Grants Assistance
 - Grants for existing organisations
 - Grants for new organisations
4. Frequency of Distribution of Grants
5. Over subscription of applicants to availability of funds
6. Which organisations/ groups can apply
7. Activities that will not be supported
8. Conditions of Awards
9. Application Process
10. Application Form

1. Introduction

- 1.1 Todmorden Town Council has the power, under various sections of the Local Government Act 1972, but not the obligation, to make grants available to local community, voluntary and not-for-profit groups in Todmorden
- 1.2 Todmorden Town Council is funded by the residents of Todmorden via a charge on the Council tax collected through Calderdale Council, It has, therefore, limited funds available to assist groups who must demonstrate that they are working for the benefit of the Todmorden community in an inclusive manner.
- 1.3 Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community and the extent of contribution made by the organisation itself.
- 1.4 In all its considerations, Todmorden Town Council will aim for value for money for the local taxpayer.

2. Aims of the Grant Making Programme

- 2.1 Todmorden Town Council provides grants to support its Aims and Ambitions and specifically to “Enable and Facilitate” areas of activities that add value to the core activities of the Town Council in seeking to improve Todmorden for all and that are considered to be of benefit to Todmorden residents.
- 2.2 Todmorden Town Council extends major grants to Tourist Information Centre and the provision of PCSOs which are not subject to any of the criteria outlined below but a matter for separate consideration by Full Council.
- 2.3 Todmorden Town Council has defined a number of strands of concern that it seeks to improve through the development of its Neighbourhood Plan and therefore seeks to promote, through its use of a Grants Programme, awards that will contribute towards:-
 - Community Cohesion
 - Community Benefit and aspirations
 - Accessibility and inclusivity and specifically including dementia friendly activities
 - Food Growing
 - Sustainable Community Environmental Projects, including Flood and Water Management
 - Climate Change
 - Skills Development
 - Civic Pride
 - Town Centre improvements, promotion and safety
 - Cultural Arts and Music development
 - Voluntary Sector led youth engagement
- 2.4 Todmorden Town Council is keen to encourage organisations within the Community to grow in order to:-
 - Enable local people to participate in voluntary groups and activities.
 - Help the Town’s voluntary groups to improve their effectiveness.
 - Support organisations which meet the needs of people experiencing social exclusion or economic difficulties.

- Ensure there is equality of access and opportunity for all residents of Todmorden to the services it provides and funds.
- Improve or enhance the local environment.

2.5 Assistance by way of a start-up grant up to maximum of £500, will be only provided once, with the expectation that the group will develop its own alternative funding streams for organisational delivery

3. Applicant Contribution Criteria for Grants Assistance

3.1 To ensure fairness and availability of funds for consideration for all applicants, the Town Council's annual budget for Grants will be phased in equal quarterly amounts to ensure that those who may wish to apply towards the end of the financial year are not prejudiced by grant applications being awarded earlier in the year, that extinguish available funds in their entirety

3.2 The availability of Grant funds is limited and in-year increases in budget allocation would be by exception, and subject to Full Council approval. Any award of Grant is limited to £3,000 as maximum amount regardless of the applicants status or activity proposed.

3.3 Demand for funds historically outstrips the availability and therefore to ensure a greater value for money is achieved by Ratepayers and a wider spread of organisations assisted, there will be an expectation of grant application contribution made towards any activity costs in accordance with the following criteria:-

3.4 Existing organisation applications

Project cost	Existing Organisation/ Group			
	Maximum Grant award	Volunteer / Time Matched funding contribution	Frequency of Grant	Subsequent year consideration
Over £6000	£3,000	Up to £1000	One per year	Yes subject if awarded to annual reduction of 20% in award. No guarantee of second /subsequent year funding.
£3,000 to £5,999	50%	Up to 25% of total project cost	One per year	Yes subject if awarded to annual reduction of 15% in award. No guarantee of second /subsequent year funding
£1,000 to £2,999	55%	Up to 35% of total project cost	One per year	Yes subject if awarded to annual reduction of 10% in award. No guarantee of second /subsequent year funding
£500 to £999	60%	Up to 40% of total project cost	Two per year. Second application in last quarter	Yes subject if awarded to annual reduction of 5% in award. No guarantee of second /subsequent year funding
Up to £500	75%	Up to 40% of total project cost	Two per year second application in last quarter	Yes subject if awarded to annual reduction of 5% in award. No guarantee of second/subsequent year funding

3.5 New organisations – maximum five per year will be funded

	New start up Organisation / Group			
Project cost	Maximum Grant award	Volunteer/ time Matched funding considered as contribution	Frequency of Grant	Subsequent year consideration
Up to £500	100%	Not applicable	One-off grant	Not for ongoing revenue support but consideration under existing organisation grant criteria

3.6 Todmorden Town Council reserves the right to vary these requirements in line with demand for grants received

4. Frequency of Distribution of Grants

4.1 Historically the annual budget has been taken up very quickly, with the result being that the Town Council does not have funds available within existing budget provision to help and assist those organisations that potentially would have benefitted had their applications been submitted earlier on in the cycle.

4.2 The annual budget for award of Grants approved at Full Council will be phased on a quarterly basis in equal amounts.

4.3 To ensure fairness and equity in terms of the consideration and potential award of grant applications by the Town Council, the following timetable will apply for submission and award of grants:-

4.3 The timetable for Award of Grants is as follows:-

Submission of Grant application	Check of Criteria and validation of compliance	Consideration by Committee	Award of Grant	Return of output/ community impact/ financial statement
January to March	Within 7 days of receipt and applicant advised as eligible	May	June	Within 3 months of completion of activity
April to June	Within 7 days of receipt and applicant advised as eligible	August	September	Within 3 months of completion of activity
July to September	Within 7 days of receipt and applicant advised as eligible	October	November	Within 3 months of completion of activity
October to December	Within 7 days of receipt and applicant advised as eligible	January	February	Within 3 months of completion of activity

5. Over subscription of applicants to availability of funds

- 5.1 There may be occasions where the demand for grant assistance exceeds the availability of funds and therefore when this happens, to ensure fairness, an additional process of scoring of the grant applications will be followed by Todmorden Town Council.
- 5.2 At the discretion of Todmorden Town Council, where an application is not successful in one award cycle because of over demand by other applications that have scored higher in competition with such an application, then Todmorden Town Council reserves the right to defer the application to the next round if there is no time limitation, or consider granting the award from the following quarters allocation of budget availability. No application will be carried forward more than once.
- 5.3 Todmorden Town Council will attach higher award criteria to those competing applications that provide a greater level of financial contribution towards their specific project

6. Which organisations/ groups can apply

- 6.1 Grants will only be considered for groups and organisations operating within Todmorden which are able to demonstrate a need for financial support to benefit the local community, and/or are providing a service in the Town.
- 6.2 At the Town Council's discretion, it may consider groups and organisations out of the town, providing the service or activity is of direct benefit to residents in Todmorden, and will add value to existing areas of activity currently being delivered for the benefit of Todmorden.
- 6.3 It will welcome applications from:-
- Voluntary Groups and Societies
 - Clubs
 - Not for profit organisations
 - Community Interest Companies
 - Charities

7. Activities that will not be supported

- 7.1 The following will not be considered for support:-
- Applications by individuals.
 - Regional or National organisations, unless they are for a specific project benefitting Todmorden residents, not part of their core funding responsibilities
 - Commercial organisations.
 - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
 - "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
 - Political parties.
 - Activities of a predominately religious doctrine.
 - Multiple applications by the same organisation in one year will not be supported.

- Any activity that is used as a means of raising funds for subsequent donation to another cause, e.g. fundraisers for Registered Charities or local good causes or other grant funding to others.
- Any award that contributes towards general routine maintenance of buildings or equipment
- No award will be given the effect of such is to increase that organisation's reserves then available for use on other projects not approved by Todmorden Town Council.
- Where the outcome for the grant results in a situation where the applicants overall income for the event/project, excluding donations, exceeds expenditure and the surplus is then used to donate to another cause. Any applicant intending to raise funds for a good cause should do so by way of donations of a voluntary nature and separate to the event activity net cost of delivery itself.

8. Conditions of Awards

8.1 The following conditions will apply to all applications:-

- The grant must be used for the purpose for which the application was made.
- If the group is unable to use the award for the stated purpose, all monies must be returned to Todmorden Town Council.
- All awards must be properly accounted for and evidence of expenditure should be supplied to Todmorden Town Council as requested. Todmorden Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- The awarding of a grant should not be seen as an ongoing commitment.
- A fresh application, on the Todmorden Town Council provided application form, is required each year.
- No award will be made where the event has passed or expenditure incurred already.
- Any unspent element of the grant awarded that is not used , or not used for the purpose intended will be Subject to clawback by Todmorden Town Council
- Where applicants have significant cash reserves of at least twice the grant requested lower priority will be given to the awarding of such a grant.
- Todmorden Town Council's is not bound by its previous policy of awarding subsequent awards to the same applicant and does not create any precedent regarding future awards.
- Todmorden Council reserves the right to discontinue the grant programme.

9. Application Process

9.2 Applications will only be considered when:-

- They are made via the Council's approved application form.
- They are accompanied by details of the group's constitution and management board.
- The form has been signed by an appropriately authorised person on behalf of the group or organisation, including provision of resolution confirming authorisation for the grant application to be made.
- Estimates, competitive quotations and specifications have been included if appropriate.
- They are accompanied by a copy of the organisation's latest accounts or, if less than twelve months old, a statement of income and expenditure (incurred to date or projected if a new organisation).
- Confirmation that it holds a separate bank account controlled by more than one signatory.

- Details of the membership, both within and outside Todmorden, have been noted on the application form to demonstrate the benefit of the group to Todmorden residents.
- Any other documentation that may be relevant to the application e.g. insurance cover, health and safety issues, safeguarding policy
- The organisation has demonstrated what active steps it is taking to encourage engagement from all sections of the Todmorden community.

9.3 All applicants must acknowledge Todmorden Town Council's grant funding on all promotional material for the event or project and on their social media and or website if used. Any application form received which meets Todmorden Town Council's Grants Conditions will be considered in line with the timetable outlined in 4.3

draft