



# Nantwich Town Council CAPITAL GRANT GUIDANCE NOTES



## Guidance Notes - Capital Grants Policy.

### 1. Who can apply?

Local Nantwich based community groups, voluntary organisations and sports/recreational clubs. All must be of a non-commercial or not-for-profit nature. The paramount concern of the Town Council is that any grant application must be for a capital project of benefit to residents of Nantwich.

### 2. When and how should an application be made?

The Council requires applications for capital grants to be received by 31<sup>st</sup> December 2010. Applications will be acknowledged. All applications are to be made on a Capital Grants form which can be obtained from the Town Clerk or down-loaded from the web-site. You are advised to photocopy your application for your own reference.

### 3. What can the grant be used for?

Grants can be used for capital projects only and only for the purpose specified in the application and grant. The appropriate Committee of the Council will consider all capital grant applications and make recommendations to the full Council for a final decision.

Applicants will be notified in March 2011 as to whether their grant bid has been successful, in whole or part. The grant will be paid as determined by the Council, the exact timing being dependent on the grant conditions. Grants will not normally exceed £25,000. In exceptional circumstances, the Council may consider offering an applicant a loan at a suitable rate of interest.

### 4. What is required with the application?

- Copies of signed, certified and independently examined or audited accounts for the last two years, if your organisation has been in existence for that period, plus recent bank statements for the last 3 months. All these should be signed by a member of your organisation, indicating the position he/she holds within the organisation.  
(The Council is determined that grants should be made only to established and bona fide applicants. If your organisation is recently formed or has no track-record, the Council may require an application to be submitted only after the organisation has operated for some time and you will certainly be asked for references, further information and possibly security.)
- A budget plan for the capital project and supporting evidence.
- A copy of your organisation's Constitution, Terms of Reference or Rules.
- Evidence of other awards towards the project, e.g. lottery funding, other bodies. An important factor in deciding the application will be whether the grant by the Council brings in additional funding from other sources.

**Remember the application could be delayed or turned down if details are not provided.**

## 5. What the Council will not fund:-

- Organisations or projects which are primarily commercial in nature.
- Organisations or activities which do not substantially benefit Nantwich residents.
- The activities of political organisations.
- The work of religious organisations, unless they can show the grant will support activities which do not require membership or connection to the religious organisation and that the application will benefit the community as a whole.
- Events that have already occurred, equipment already purchased, works already started or completed.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- Services or facilities which are the responsibility of another public body/agency. However, some form of matched/joint funding will be considered in certain cases.
- Generally speaking, national charities or bodies, unless there is a clear benefit to residents of the town.
- Applications which do not involve capital (as opposed to revenue) projects. The Council has a Community Grant scheme for revenue projects. These notes and the accompanying application are for Capital grants only.

## 6. Grant conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim or withhold any grant not being used for the specified purpose of the application. Normally, grants will not exceed £25,000.
- The organisation is responsible for ensuring the grant is used for the purpose for which it is granted and members of the managing committee or executive will be considered jointly and severally liable for proper use of the funds advanced.
- Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements (e.g., planning and licensing regulations).
- If the organisation disbands for any reason during the period of the grant, the Council reserves the right to require all or part of the monies to be paid back.
- Prior approval of the Council is required if any modification of the intended purpose or use of the grant is proposed.
- Organisations must notify the Council before disposing within 2 years of any land, buildings, equipment or resources purchased or part purchased with a grant from the Council and may be required to refund the grant if circumstances warrant it.
- The Council reserves the right to monitor the use of the grant and the organisation must allow reasonable access to premises/accounts upon request from the Town Clerk. It is also a requirement for a report to be given to the Council six months after the grant is awarded and shortly after the project is completed and in any event within 2 years of the award. The Council may require that a representative of the Council attends an appropriate committee or the governing body of the organisation.
- Acknowledgement of the financial support received from the Council will be required on documentation and any promotional literature or other media operation. The Council will require a plaque or similar notice to be displayed, if appropriate.
- To be eligible for a grant an organisation shall not discriminate on grounds of race, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth Club) and political or religious persuasion. Efforts must be made to welcome all Nantwich residents.

## **6. Grant conditions continued...**

- Because of legal restrictions the Council can advance capital money only for purposes of capital projects. So your project must be of a capital nature (e.g., new build, refurbishment / improvement of existing buildings, purchase of land etc.) It must not be revenue (e.g., payment of wages, running costs, rent, heating, lighting, etc.)

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

## **7. What to do now?**

Fill in an application form, which can be downloaded from this site or obtained by contacting the Town Clerk on 01270 619224 or email: [nantwichtc@nantwichtowncouncil.gov.uk](mailto:nantwichtc@nantwichtowncouncil.gov.uk) . Then send the form back to the Town Clerk, Nantwich Town Council, Brookfield Hall, Shrewbridge Road, Nantwich, CW5 7AD.