



# Nantwich Town Council



## Guidance Notes - Community Grants Policy.

### 1. Who can apply?

Local community groups, voluntary organisations and sports/recreational clubs. All must be of a non-commercial nature. The paramount concern of the Town Council is that any grant application must be seen to be of benefit to residents of Nantwich.

### 2. How can the grants be used and how are they decided?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application and grant. The appropriate Committee of the Council will consider all grant applications and make recommendations to the full Council for a final decision. (In some cases, in exceptional circumstances, the Committee may have delegated powers from the full Council to make a decision on its behalf.) The Council will decide applications in October for payment in the following year.

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

#### Grants over £500.

The Council has adopted a policy whereby it considers all grant applications together during the financial year before they are paid. The Council's financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Applications can be made at any time, but will be considered in October of one year, shortly before the Council decides its budget for the following year. So, if you want a grant for 2012, for example, you must apply before 1<sup>st</sup> October 2011.

Applicants will be notified around January of whether their grant bid has been successful, in whole or part. The grant will be paid in the following financial year, the exact timing being dependent on the grant conditions. (Sometimes, for example, the Council will wish to see proof that work is complete or substantially complete before paying the grant. On other occasions, with smaller grants and/or smaller organisations, money may be paid, at least in part, in advance of costs being incurred.)

An example might be:- Organisation makes an application for grant aid before 1<sup>st</sup> October 2010 because it wants money for a project in 2011. To be considered by Council during October 2010. Organisation notified whether successful in following January 2011. Payment made in May 2011. All applications are to be made on a form which can be obtained from the Town Clerk. You are advised to photocopy your application for your own reference.

#### Grants under £500.

The Council has a cash-limited sum (a total of around £5000 per year but variable) for smaller grants. If you are applying for £500 or less you may apply at any time. The application should be on the same form as for larger amounts with as much information as you can reasonably supply. The same conditions of grant will apply but your application will be determined in about 3 months and paid shortly after that.

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

- Full copies of signed, certified and audited accounts for the last two years, if your organisation has been in existence for that period, plus recent bank statements for last 3 months. All these should be signed by a member of your organisation, indicating the position he/she holds within the organisation. More recently formed organisations should provide best supporting documents they can and explain if accounts and bank statements are not available.
- A budget plan for the project and some 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.

**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 activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the religious organisation and that the application will be of benefit to the community.
- 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 might be considered in certain cases.
- Generally speaking, national charities or bodies, unless there is a clear benefit to residents of the town.

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

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- 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 may ask for all or part of the monies to be paid back.
- Prior approval of the Council is required if any change of purpose of the grant is required.

## 6. Grant conditions continued...

- Organisations must contact the Council before disposing within 2 years of any land, equipment or resources purchased or part purchased with a grant from the Council.
- 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 may be required on documentation and any promotional literature or other media operation. The Council may require a plaque or similar notice to be displayed.
- 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.
- Normally only one grant per year, though exceptions may be made.
- The primary purpose of the grant must be a direct benefit to Nantwich residents.

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.