



Nantwich Town Council Community Grant Policy 2022

Approved xxxx 2022

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Introduction

- 1.1 Nantwich Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Nantwich for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3 Decisions related to Community grants have been delegated to the Finance Committee for all grants below £5,000. Any large grant applications above £5,000 will be determined by Full Council.
- 1.4 This policy is designed to act as guidance for applicants and councillors when considering applications.
- 1.5 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.
- 1.6 The Town Council seeks to provide grants which meet at least one of the following outcomes:
 - a) Provides improved opportunities/services for those aged 18 and under and/or 65 or over;
 - b) Provides a new or improves an existing asset or service which will benefit a significant percentage of residents;
 - c) Enhances the profile and/or reputation of Nantwich;
 - d) Complements the corporate aims of the Town Council

Grant Schemes

The Town Council operates three grant schemes:

- 2.1 The Capital grants is awarded from capital reserves. Applications for this scheme are considered once a year in October for payment the following April from capital reserves.
- 2.2 The Small Grants Scheme is for grants of a value up to £500. Applications for this scheme are considered three times per year.
- 2.3 The Large Grants Scheme is for grants of a value in excess of £500. Applications for this scheme are considered in October each year for payment in the following April from revenue funds.

Eligibility

- 3.1 The schemes are only open to Community Groups, Voluntary Organisations, Local Charities, Community Interest Companies or sports/recreational clubs must apply. All must be of a non-commercial nature.

- 3.2 Bodies must have a bank account in the name of the organisation.
- 3.3 Projects must deliver a benefit to the residents of Nantwich.
- 3.4 The Town Council will not fund:
- hospitality,
 - salaries,
 - religious organisations (unless for non-religious activities),
 - core school expenditure,
 - activities of political organisations,
 - events that have already occurred, equipment already purchased or work already started or completed.
 - Repayment of loans or cost of services, equipment or provision in anticipation of a grant,
 - Organisations that have a closed or restricted membership,
 - Generally, national charities or bodies unless there is a clear benefit to residents of Nantwich
- 3.5 The Town Council will only consider one application from an organisation within any financial year.

Applying for a Small Grant

- 4.1 Applications should be made on the application form via the Town Council website (www.nantwichtowncouncil.gov.uk) and include all the information requested on the form. An application could be delayed or turned down if details are not provided.
- 4.2 Applicants must supply the previous financial years accounts and a recent bank statement for the last three months. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3 For the purchase of items consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

Small Grant Award Process

4.4 Small grant applications will be considered three times per year by the Finance Committee.

4.5 Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes	Up to 10	A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	Up to 10	A high score indicates that the application is either collaborative with other organisations or supplemented by match funding. It must provide a cost effective use of our funds.
Strong Governance	Up to 10	A high score indicates that the applicant has good control structures within its organisation; and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place.
Fits well with Town Council Corporate aims	Up to 10	A high score indicates a good fit with the stated corporate aims of Nantwich Town Council.

4.6 An application must score at least 6 points on governance and achieve an overall score of at least 18 to be awarded a grant. Subject to these provisions, the Town Council will award those grants which achieve the highest score in the current round of funding.

4.7 The Council will set a Small grants budget annually and seek to award grants to the value of 1/3 of the budget at each decision meeting.

Applying for a Large Grant/Capital Grant

5.1 Applications should be made on the application form via the Town Council website (www.nantwichtowncouncil.gov.uk) and include all the information requested on the form. An application could be delayed or turned down if details are not provided.

5.2 Applicants must supply the previous financial years accounts and a recent bank statement for the last three months. New/start-up organisations should submit a financial statement containing their proposed budget.

- 5.3 Where expenditure on a single item would exceed £1000 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.
- 5.4 Applicants will be asked to attend the committee meeting where their grant will be considered to answer any questions which may arise.
- 5.5 The deadline for applications to be considered for this scheme shall be set by the Town Clerk to correspond with the Council's budget setting cycle, generally October. The deadline date shall be published as soon as practicable.
- 5.6 For the purchase of items consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

Grant Evaluations

- 6.1 The Council reserves the right to monitor the use of the grant/award and the organisation must allow reasonable access to premises/accounts upon request from the Town Clerk. The Council may require that a representative of the Council attends an appropriate committee or the governing body of the organisation.
- 6.2 It is also a requirement for a report to be given to the Council six months after the grant /award is approved and shortly after the project is completed and in any event within one year of the grant/award.

Conditions of Grants

An application under all schemes shall indicate agreement to the following conditions:

- 7.1 Recipients shall provide a report to the Council six months after the grant/award is approved and after the project is completed and in any event within one year of the grant.
- 7.2 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.
- 7.3 Acknowledgement of the financial support received from the Council will be required on documentation and any promotional literature or other media operation. The Council may require a plaque or similar notice to be displayed.
- 7.4 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.
- 7.5 To be eligible for a grant /award 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.

Receipt of Grant

- 8.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 8.2 Payments shall be made to the organisation within four weeks of receipt of the signed agreement.
- 8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.