



POLICY FOR THE PROVISION OF GRANT AID

1.0 General

- 1) Petersfield Town Council makes grants to organisations each year. The sum involved is set by the Council during its usual budget process. The grants are to assist local organisations and clubs with projects or costs. All organisations or clubs receiving these grants must fulfil the Council's Grant Service criteria (see below)
 - 2) Grants are divided into 3 categories, termed Perennial, Community and Capital.
 - 3) Perennial Grants: These are a special category of grants given annually to a set of organisations which are judged to contribute to the whole community and which are not usually capable of covering their full running costs; these grants may be used as part of these.
 - 4) Capital Grants: These are grants in excess of £3,000 that are awarded to community groups, organisations or clubs that are seeking to undertake capital projects of varying descriptions.
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- 1.1 The Council sets its grants budget during the autumn prior to the financial year in which it will be spent.
 - 1.2 Grants may be made under any of a range of powers held by the Town Council, including Section 137 of the Local Government Act (1972).
 - 1.3 Applications for grants will fall into 1 of 3 categories; community, capital or perennial.
 - 1.4 All applicants will need to support their application by submitting a copy of their constitution (or rules) plus audited accounts for the previous year(s).
 - 1.5 Applicants whose organisation works with young people under the age of 18 will also be expected to submit a copy of their Child Protection Policy.
 - 1.6 Grants made under Section 137 will be recorded separately, as a requirement of

audit, and there is a limit of funds that can be allocated under this heading in any financial year. The Secretary of State may review this limit from time to time.

- 1.7 Section 137 can only be used when there is no other existing legal power of expenditure and when members consider that the expenditure would be of benefit to all or part of the town, commensurate with the level of expenditure incurred.

2.0 Community Grants

- 2.1 These are awarded on a year to year basis to assist organisations or clubs with special projects or one off costs which cannot be met by their normal income. These grants are not intended to assist with the actual running costs and the Council expects to receive a report from the organisation on the effectiveness of the awarded grant.
- 2.2 Grants shall not be awarded to an individual.
- 2.3 The Council is under no obligation to enter into ongoing commitments from year to year for the provision of grants.
- 2.4 All grant applications will be considered on their own merit and any award made is purely at the discretion of the Town Council.
- 2.5 Copies of any estimates should be attached to the application where applicable.
- 2.6 The Council will not normally expect matched funding or funding from other sources to be obtained by applicants. However, when the residency of members of an organisation is spread over a number of different communities, groups are encouraged to apply for funding to the relevant parish councils at the same time. All applicants are required to disclose any funding applications made to other organisations. Failure to do so may lead to any grant award being withdrawn.
- 2.7 Successful applicants will be expected to report back to the Council on the effectiveness of the project funded by the grant. In the event that a successful applicant fails to provide a report, the Council may use this information in the consideration of any future grant request.
- 2.8 Failure to provide the financial information specified in the application and/or under point 1.4 of this policy may mean that the application may not be considered.
- 2.9 Applications received from organisations that hold unallocated reserves in excess of one year's operational requirements will not be eligible for a grant.

- 2.10 A Grants Panel of three Councillors, appointed by Council, will consider and report on all applications.
- 2.11 Grant applications will be considered twice each year. Applicants need to ensure their fully completed applications are submitted prior to 1st June or 1st January with all supporting documentation. Applications received beyond these cut-off dates will be considered at the next meeting of the Grants Panel.
- 2.12 The Grants Panel will recommend to Council the level of any grant to be awarded at their meetings to be held in July and February. The level of grant allocated will not normally exceed £1,500.
- 2.13 Council will normally pay grants to all successful applicants either during the month following their approval or at the Annual Town Meeting, usually held in April.

3 Perennial Grants

- 3.1 The Finance & General Purposes Committee will consider annually all requests for inclusion as a Perennial Grant organisation. Successful applicants will be deemed by the Council to be contributing to the whole community and be organisations that are judged to be generally unable to cover their full running costs.
- 3.2 Organisations receiving Perennial Grants will be subject to annual review and will be expected to report back to the Council annually on the effectiveness of the awarded grant.
- 3.3 Perennial Grant clients may exceptionally apply for an additional grant towards a new project provided it can be demonstrated that this new venture can be sustained within the organisation's ongoing running costs in future years.
- 3.4 The financial information to be provided by Perennial Community Grant Organisations are as follows:
- Audited accounts and balance sheet for the previous year
 - Current constitution
 - Budget for the current financial year
 - Cash flow projection for the current year
 - Written request indicating level of grant and purpose of funds
- 3.5 All financial information is to be received by 31st October each year so that requests can be considered by the Finance and General Purposes Committee in December to enable inclusion in the budget for the forthcoming financial year and recommended to Council.
- 3.6 Grants will be paid at a time determined by the Council following approval

of the application.

3.7 Perennial Clients are organisations that are non-profit making and reflect at least two of the following criteria:

- Meet community needs
- Meet the service criteria
- Deliver front line services (see below)
- Attract other sources of funding

They currently include:

- Citizens Advice Bureau
- Petersfield Open Air Swimming Pool
- Winton House Centre
- Petersfield Museum
- Petersfield Cricket Club

4 Capital Grants

4.1 The Finance & General Purposes Committee will consider annually in October all requests for capital grants. The grants will be for a minimum of £3,000 and available for community groups, organisations or clubs that are seeking to undertake capital projects of varying descriptions. The Committee reserves the right not to make any awards of Capital Grants for whatever reasons may be deemed appropriate.

4.2 Application forms must be completed and submitted, with all documentation before the end of September.

4.3 All applications will need to include a current certificate for public liability insurance to demonstrate adequate cover is held.

4.4 Applications must be for capital or infrastructure expenditure and include written quotations dated within the previous 12 months.

4.5 The Council would welcome applicants having approached other grant making bodies or Councils to support the capital project.

4.6 All applications should be accompanied by signed accounts for the two previous financial years, a business plan, a cashflow forecast, an organisational chart and minutes demonstrating that the expenditure has been approved by the organisations governing body/committee. The business plan should be for a minimum of 2 years for grants up to £10,000 and for 5 years for grants in excess of £10,000.

4.7 The Council will accept no liability for any ongoing maintenance costs of the asset funded or project undertaken.

- 4.8 In evaluating each application, the Council will expect the applicant to demonstrate a significant impact to the community from the capital project being proposed, both in the short and long term.
- 4.9 The Council reserves the right under certain circumstances to impose a legal charge over the asset being financed where an application is in excess of £10,000. Legal fees in such circumstances would be payable by the applicant. The charge would be called in should the organisation cease to exist or cease to provide the facilities for which the funding was originally sought within a prescribed period
- 4.10 Any grant is repayable in full if proof of the expenditure is not submitted within 6 months (or other period if agreed by Council) of the grant being paid.
- 4.11 Any recipient wishing to dispose of an asset funded or part-funded by a grant within 2 years of its purchase must advise the Council prior to making this decision.
- 4.12 All applicants must complete an evaluation of the project within 12 months of receiving the grant.
- 4.13 Funding will only be awarded for projects being undertaken in and having an effect upon the area under Petersfield Town Council's jurisdiction. The project must be shown to be of specific benefit to the people of Petersfield and/or its businesses.
- 4.14 Grant recipients should acknowledge the financial support received from the Council towards the project within all press releases and publicity. The Council will provide logo's for use to indicate its support.
- 4.15 Any grant awarded will not be payable until at least 1st April of the year following receipt of the application.

5.0 Grant Aid Service Criteria

- 5.1 Funding of all grant aid, whether from Community, Capital or Perennial Community Grants, will be judged according to the service criteria and priorities. Service criteria are summarised as follows:-

Sports

- Opportunities for young people
- Opportunities for those that are disadvantaged and/or people with disabilities
- Creation of new activities/clubs
- Sports coaching and sports administrator development
- Raising awareness
- Opportunities to improve sporting facilities in the town

Arts

- Assist to provide varied programmes
- Introduction of new experience forms
- Research to identify needs
- Development of youth programmes
- Programmes within play schemes and out of school childcare
- Projects that involve all sectors of the community

Community

- Involvement of young people
- Involvement of senior citizens
- Involvement of disabled people
- Projects that involve all sectors of the community

Community Safety

- Crimes against property
- Reducing juvenile nuisance and youth crime
- Reducing the fear of crime
- Supporting vulnerable sections of the community

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