



SHERBURN IN ELMET TOWN COUNCIL GRANTS POLICY

Introduction

A grant is a payment awarded by the Town Council to an organisation for a specific purpose/project that will benefit the Town, or residents of the Town and which is not directly controlled or administered by the Town Council. Grants are limited and are made available to organisations who must demonstrate a need for assistance. The Council has the power to allocate an amount in its annual budget to support the community through the grant process. The amount is discussed and decided at the December Town Council meeting, within their budget preparations for the following financial year.

PLEASE NOTE ANY RETROSPECTIVE GRANT APPLICATIONS WILL NOT BE CONSIDERED.

Principles of Grant Aid

The Council has a wide range of legal powers that can be used to award grants and thereby, provide opportunities to local community groups. To ensure that a legitimate grant is provided, the Executive Officer will check that the council is supported by a power, prior to the council making a decision. For example, a council has the legal power to work with anyone to provide entertainments and to encourage tourism to the area.

The Council also operate a S137 grant aid policy. Section 137 (1) of the Local Government Act (1972) is a statutory power. It gives council's the power ***"to incur expenditure for purposes not otherwise authorised"***. *s.137 was amended in s36 of the Local Government and Housing Act (1989)*. The amendment stipulates that expenditure and benefit must be balanced. There is a limit on the amount a Town Council can spend which is set by the Dept for Communities & Local Govt for the purposes of section 137(4) (a) of the Local Government Act (1972). The limit for 2022-2023 is £8.82 per elector and for **2023-2024 this increases, to £9.93 per elector**. This is **not the only power that the Council can use to award grants**; this is determined on a case-by-case basis (see above).

Conditions:

- (1) Grants will not be awarded to individuals
- (2) The award must be used for the purpose for which the application was made
- (3) If the group is unable to use the award for the stated purpose, all monies must be returned
- (4) All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied with the arrangements, it reserves the right to request a refund of monies awarded.
- (5) Groups operating outside the parish/town boundary can submit an application but this will be assessed on a case-by-case basis (pro-rata based on the number of residents)

The policy aims to:

- ✓ Help voluntary groups within the town of Sherburn in Elmet to improve their effectiveness
- ✓ Help to ensure the provision of services needed by SiE residents via the voluntary sector
- ✓ Support organisations which meet the needs of people experiencing social and economic difficulties, and;
- ✓ Ensure that there is equality of access and opportunity for all SiE residents to the services and funds it provides



The Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community as: a source of valuable services; a means of enabling people

to work together and a channel for campaigning and advocacy. The Council defines a voluntary group as a 'not-for profit' organisation, set up and run by a management committee. This policy sets out the Council's funding principles and details its expectations of all groups in receipt of grant aid.

1. To be eligible for funding, *applicants must:*

Funding eligibility	Tick to confirm enclosure
To be eligible for funding, applicants must:	
Have a written governing document / Group constitution or set of rules (constitution, memorandum, article of association or trust deed).	
Have evidence of at least three members on your management committee / board.	
Have a bank or building society current account in the name of the organisation. (evidence of 3 most recent bank statements).	
Copy of the most recent/audited accounts.	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Have an adopted Equal Opportunities Policy or Statement	
Have an appropriate safeguarding policy – if working with children /young people / vulnerable adults.	
Show evidence that the service you provide is needed by the community and has community support.	
Be a community, voluntary or charitable organisation that works with local communities or specific groups.	

Applications will not be considered until they are validated by producing all documentation listed above.

2. Grants *will only be made to community and voluntary organisations for the benefit of the area covered by the Council* and that will contribute positively to this area. The Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
3. Grants *will not be made to:*
 - Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
 - Repairs and maintenance of religious buildings.
 - Private organisations operated as a business to make a profit or surplus.
 - "Upward funders", i.e. local groups whose fund raising is sent to central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.



GRANT AWARDING POLICY

- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Any expenditure incurred or committed before we confirm our grant.

SHERBURN IN ELMET TOWN COUNCIL

Grant Awarding Policy

Adopted January 2021

- Loans or interest payments.
 - General funding for your organisation or others.
4. Grants will *not normally be made for ongoing running costs* (staff salaries or rent). If an application is for running costs, applicants should give plans for future running costs from other sources. If grants for running costs are made no guarantee of future funding is implied.
 5. What can the grant be used for?
 - Funding for a new project, developing a new group or local forum (requirement of the application is evidence of a group bank account and >3 months of bank statements where possible).
 - Funding for capital items that will help your organisation e.g. equipment.
 - Events, training and/or capacity building.
 6. The Council normally only consider applications for £1,000 or less. In some circumstances grants for higher amounts may be considered, examples are; where a service for a vulnerable community is at imminent /direct risk due to unforeseen circumstances or where a significantly wide-ranging benefit to a vulnerable community are clearly demonstrated in the application form.
 7. The Council will only provide one grant per group / organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years. The Council will not consider multiple applications for support for the same project, either in the same or in subsequent years.
 8. The Council welcomes applications that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
 9. For applications for security, applicants must seek support from local police or crime reduction officer.
 10. If the project involves vulnerable children or adults, the organisers have advised if they have the support of Adult Social Care or Children's Services at the County Council.
 11. Community grant applications are reviewed by the Finance Committee; if the application is over £5,000, there will be a recommendation to Full Council. The form will have personal and sensitive information redacted before it is public as part of an agenda. Personal and bank details will be redacted.



12. Where requested by the Council, grants will only be paid following receipt of appropriate invoices.
13. If awarded a grant, we require an agreement form signed prior to the funds being released. This will include recognition of the grant. The Council would welcome an invitation for the Chair to visit the project and any official opening. The Council can assist with promotion of the events and press release.
14. It is expected that funds will be spent within six months of issue and an End of Grant Evaluation form completed. This will evidence the use of the full grant for the agreed purpose and must be provided within 12 months of funding being transferred. Evidence must include the completed Evaluation Form and may include receipts and photos. In exceptional circumstances the deadline for spending the grant may be extended to 12 months, but must be explained.
15. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received, the Council will request the return of the funds.** *Please note*, the application form will become a public document when considered by the Council.
16. Support is available for your application with regards to setting up new projects, policies, best practise and completing the form. Please contact us.



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 Low Street
 Sherburn in Elmet
 LS25 6BA
 01977 681024 / 07588 437512
clerk@sherburninemet-tc.gov.uk

APPLICATION FOR GRANT 2023 – 2024

Thank you for your interest in applying for a grant. Please read the policy before starting to fill in the form. If you require advice or guidance, please contact us using the details the top of this form.

Completed forms and documentation must be returned by post to the address above.

Please read the policy on pages 1-4 **before** filling in the form.

About Your Organisation

1. Name/Address of Organisation:

Name and address of organisation:	
Name of person making the application:	
Position in organisation:	
Contact phone number:	
Email address:	

2. Does your organisation:

Have its own bank account, which two unrelated people to authorise cheques and make withdrawals?	
Have at least three members on its management committee	
Have a constitution, terms of reference or set of rules <i>(please contact for help with this if needed)</i>	



GRANT APPLICATION FORM

3. Are you a registered charity? Yes/No:

If so, please provide your charity number.	
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4. Is your organisation part of, or affiliated to, a larger organisation?

If so, which:	
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5. Aims and objectives of the organisation:

What does your organisation do and how does it benefit the residents of SiE?	
Where does the organisation meet?	
How often do you meet?	
How many members do you have?	
How many people will benefit from this funding?	
How many are SiE area residents? (% estimate is sufficient)	

6. Funding and Project costs

How much funding are you applying for?	£
What is the total cost of the project?	£

NOTE: We will only approve applications over £1,000 in some circumstances – to be clearly detailed question 8.

7. Briefly describe the project or purchase you would like the funding for:

8. If your application is for over £1,000, please give full details of the **circumstances** related to your request:



9. How will you spend the money you are applying for? Please remember that Sherburn in Elmet Town Council do not normally give grants for running costs unless associated with a specific project:

Item	Amount
	£
	£
	£
	£
	£
	£
Total	£

10. How else are you funding your project? Include grants from other organisations, fund raising and your reserves.

Source	£	Confirmed?
Total		

11. How will the funding benefit the community or residents of Sherburn in Elmet?

12. How will this funding lead to greater self-sufficiency and lessen the need for future applications?

GRANT APPLICATION FORM



13. How is your organisation normally funded? (Not applicable to new organisations):

14. What are your current/planned subs/fees/charges?

15. Have you applied for any other funds/grants towards the cost of this project or purchase?
Include details below:

16. What fund raising activities took place in the **last** 12 months and what activities are planned for the **next** 12?

17. Anticipated income/expenditure for next 12 months?

18. Details of any grants / financial support from local authorities including us in the past three years with dates:



GRANT APPLICATION FORM

19. Other grants from any other sources in the last three years with dates, if you have any:

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20. Supplementary questions:

Has the project that you want the funding for, already happened?	Yes / No
Will you be passing the funding on to any other groups (except to pay for goods/services)?	Yes / No
If the funding is for security measures, do you have the support of the local Police / Crime Reduction Officer?	Yes / No Name of contact
If the funding is for work with Vulnerable adults / children, do you have the support of either Adult Social Care or Children's Services at the County Council?	Yes / No Name of contact

Please give us details of the bank account that the grant should be paid into if approved:

Name of Account:	
Bank:	
Account Number:	
Sort code:	

Funding will be available once a quarter (reviewed against budgeted spend)

**Completed forms and documentation must be returned by
email to: clerk@sherburninemet-tc.gov.uk**



Please ensure you have read the policy on pages 1-4 before signing the form.
Checklist (please tick the appropriate boxes)

Have you submitted the following?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- If applicable, a copy of your Reserves Policy
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Sherburn in Elmet Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Sherburn in Elmet Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I / we declare that the information confirmed in this application is correct and any grant received will be applied as detailed in the request.

I / we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I / we declare that we have included all of the requested information.

I /we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed:	
Date:	
Name:	



For Office Use Only

Applications must be checked against the following criteria. Any questions when the answer is no must be reported to the Finance Committee where the application is being considered and form part of the formal agenda for that meeting.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Sherburn iE?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or the Council's Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £1,000 or less?
		For applications in excess of £1,000, has the applicant fully detailed the exceptional circumstances?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Town? If not, has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the application for future funding? (i.e. not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer?
		For projects involving vulnerable children or adults, do the organisers have the support of Adult Social Care or Children's Services at the County Council?

Assessing Officer:	
Date of Assessment:	
Details of documents forwarded/to whom and on which date:	
Decision:	Reject / return for further info / proceed to committee
Approved as agenda item for Finance Committee meeting on:	
(staff salaries or rent)	(staff salaries or rent)