

# **Dursley Town Council Grants Policy**

## **Approved December 2021**

Dursley Town Council is committed to providing assistance and support to local community or voluntary groups which are set up to promote community life for Dursley residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Dursley Town Council.

The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

Dursley Town Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Dursley Town residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

## **Grant Types**

Dursley Town Council provides 3 types of grant funding, so that it can provide the most sustainable support to a broad range of local voluntary and community groups.

### **Small Grants**

These grants are usually for less than £500 and are normally offered on a one-off basis to support a particular project, event, activity or the purchase of equipment. They are also open to new groups wishing to start up and receive a small contribution towards their running costs.

### **Revenue Grants**

These grants are available to community organisations which provide a significant service to the community. They are given to support the groups' normal running costs and can also be used to fund salaries (not existing posts) or for match funding to other funding bodies. In principal revenue grant funding, can be awarded for up to 3 years. These grants are dependent on an annual review when the continuation of the grant will be considered in respect of any change in the circumstances of either the applicant or the Town Council.

### **Urgent grants**

In exceptional circumstances Dursley Town Council will consider applications for urgent funding. Groups wishing to apply must complete an application form which will be considered at the next available full council meeting. A covering letter should explain the reason for urgency.

## Eligibility

### Who we will fund:

- Registered Charities
- Charitable Incorporated Organisations
- Community and Voluntary Groups set up and run by a voluntary, unpaid management committee
- Not-for-profit limited companies and Community Interest Companies, with two or more directors  
*Companies limited by shares are only eligible to apply if the grant is treated as restricted and will not make a profit for the organisation.*
- New organisations applying for a Small Grant (we may consider paying the grant to an established organisation that is prepared to accept and administer the grant on their behalf).

### Who we will not fund:

- Organisations that do not provide a service to the community in Dursley.
- Individuals or appeals supporting an individual.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Organisations that have a closed or restricted membership.
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- Local authority maintained, grant maintained, academy and private schools, or care services<sup>2</sup> (this does not include Parent Teacher Associations).
- Organisations based outside the UK

### Things we do not fund:

- General appeals.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Existing staff posts
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.
- Repayment of loans.

## The Grants Process

### Grant Criteria

Dursley Town Council uses the following criteria to decide on grant applications:

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
- Level of benefit to Dursley and the impact the grant will make.
- Evidence of a professionally managed group including previous experience and track record.
- Financial sustainability and viability of group and/or project.
- Evidence of partnership working.

- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions.

## **Applications**

Groups must apply for Small/Revenue grant funding using the appropriate application form between 1<sup>st</sup> April and 31<sup>st</sup> August each year. Urgent Grants can be submitted at any time.

Grant application forms can be downloaded from the Council's website or are available from the office. The office can also provide assistance to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed, and appropriate supporting information/evidence is supplied where requested.

All valid grant applications will be assessed and presented to the Policy & Finance committee for consideration in October of each year and ratified at the November Council meeting.

All applicants will usually be notified of Council's decision before mid-December.

## **Payment timetable**

Successful applicants for **Small Grants** will receive their award in the November / December of the year of application.

Applicants for **Revenue Grants** will receive funding in the financial year following their application, with payment being made in May/June. An initial payment of 90% of the grant will be made with the remaining 10% being paid on receipt of the evaluation information.

Successful applicants for **Urgent Grants** will normally receive payment within 1 month of the grant decision.

In some circumstances the payment date(s) may differ, and this will be set out in the grant award confirmation letter.

Grants will only be paid by BACS payment, made out to the bank account of the named organisation.

## **Monitoring and Evaluation**

It is a condition of the grant to provide grant evaluation information. Failure to do so will affect any future grant funding applications.

Groups are expected to provide Dursley Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Dursley. The written report should include: a financial update, including any unspent funds; how the benefit was measured and any problems with delivery.

We would welcome any feedback on our grant process as part of the evaluation.

This information should be submitted, within 3 months of the event/project end or by the end of February each year, whichever is sooner, so that it can be reported at the Annual Town Meeting.

## General Grant Conditions

- Small grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.
- 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. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- You must comply with all statutory laws and regulations relating to the work they will deliver, including, but not limited to: health and safety, data protection and equality.
- Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy and provide a copy with your application
- You must maintain adequate insurance at all times, and we may ask you to send us copies of your policies. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have purchased using the grant.
- Should for any reason the organisation disbands, or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites. The Council's logo may be used for this purpose.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.
- All successful applicants must submit evaluation information within the stated time periods.
- In the event of a dispute the Dursley Town Council decision is final.

Additional grant conditions may also be attached to any funding from Dursley Town Council, and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

