

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

to be held on Wednesday 5 June 2019

in the Council Chamber, Belle Vue Terrace, Malvern, at 6.00 pm

REVIEW OF GRANTS SCHEME POLICY AND TIMETABLE FOR 2019

1. Purpose of Report

1.1. For review, amendment and approval.

2. Recommendation

2.1. Committee is asked to review the current grants scheme policy and application forms and to make any changes/amendments as necessary.

2.2. Committee is asked to agree a proposed new grants scheme timetable as included in the background below.

3. Background

3.1. Malvern Town Council runs an annual grants scheme covering small grants of up to £500 and large grants of over £500.

3.2. Special grants can be agreed by Council at any time during the year but these must be supported by a Notice of Motion. The council also makes two larger community support grants, one to Malvern Citizens Advice Bureau and the other to Community Action.

3.3. The last in-depth review of the Town Council's grants policy was in 2016, although since then further comments have been made as follows:

- The application form for small grants is rather onerous given the amount of money involved and therefore it should be simplified
- The grants scheme should be brought forward from its current timetable to allow the scheme to open earlier and give organisations more time to submit their applications

3.4. The current grants policy is attached at appendix A for the committee's comments.

3.5. The current small grant application form is attached at appendix B for amendment and simplification as required

3.6. The proposed timetable for the annual small and large grants scheme is as follows

Action	Previous timescale	Proposed timescale
Grant scheme opens	01/08/18	01/07/19
Adverts in local press, week ending	03/08/18 & 10/08/18	05/07/19 & 12/07/19
Social media notifications/ website/ noticeboards, week ending	03/08/18	05/07/19
Closing date for applications	31/08/18	02/08/19

Review of applications by officers, week ending	07/09/18	09/08/19
Policy and Resources committee meeting to consider grant applications	26/09/18	28/08/19

3.7. Officers will amend application forms and supporting notes as necessary following any changes agreed in this meeting.

4. Financial Implications

4.1. Grants awarded in 2018/19 were as follows:

Small grants	£3,145
Large grants	£9,344
Special grants	£8,150
Community support grants	£26,400

4.2. The grants budget for 2019/20 includes the following:

Small grants	£6,000
Large grants	£12,000
Special grants	£7,000
Community support grants	£26,400

5. Legal Implications

5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

5.2. The Town Council can also award grants using the Power of General Competence.

5.3. The Town Council cannot under an Act from 1894 award any grants to maintain or improve property relating to affairs of the church or property held for an ecclesiastical charity.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL GRANTS POLICY

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as ‘the Council’) recognises the immense value of voluntary and community activity and its contribution to residents’ well-being, the local economy and the sustainability of a wide range of services which benefit people living and working in the town. The following policy is based on the principles of fairness, responsiveness to local need and ensuring that public money is spent in a responsible manner.
- 1.2. Grant applications are decided against a range of criteria set by the Council. In order for this Council to be able to assess a wide range of very different applications rationally and objectively, it is both necessary and helpful to specify criteria designed to be a general indication of need, but which are not exclusive and can be flexibly applied. The Council expects that individuals and organisations (eg suppliers and contractors) that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.

2. The aims of the grants policy

- 2.1. The Council’s policy on grants is based on the principle of enabling local community organisations to deliver activities and/or projects to the residents of Malvern.
- 2.2. Malvern Town Council provides grant funding to support the following aims:
 - To provide direct benefit to the residents of Malvern Town.
 - To ensure the provision of voluntary services needed by the Town’s residents.
 - To enable local people to participate in/benefit from voluntary groups and activities.
 - To help Malvern’s voluntary groups¹ to improve their effectiveness.
 - To support organisations that meet the needs of people experiencing social and economic difficulties.
 - To improve or enhance the local environment.
 - To improve access to services for all sections of the community.

¹ The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

- To improve the quality of life of residents of Malvern Town.

3. The eligibility of applications will be assessed against the following criteria

- Applicants must answer all the questions on the application form.
- All grants are offered on a one-off basis to support a particular project, event, activity or purchase of equipment.
- Grants will be awarded on the basis of need, merit and contribution to the local community.
- Applications must demonstrate significant and direct benefit to the residents of Malvern Town.
- The funding requested must be commensurate with the benefit obtained by the residents of Malvern Town.
- If the applicant has received funding in the previous year the Council must be satisfied that the applicant has delivered that project to a satisfactory level.
- Organisations should not make a presumption that funding will continue on a year-to-year basis and the Council will not normally fund the same project in two consecutive years.
- Applications for projects where the work has already been completed will not be considered.

4. Malvern Town Council will not fund the following:

- Organisations that do not provide a service to the Malvern community.
- Individuals.
- General appeals.
- 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.
- Arts and sports projects or animal welfare groups with no community or charitable element.
- Projects that take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Malvern Town Council cannot provide funding for maintenance or improvement of property owned by the Church.

5. Criteria for grants

- Large Grants are awarded for amounts above £500 and Small Grants for amounts up to and including £500.
- Groups wishing to receive a Large or Small Grant will need to complete an application form and provide the required additional supporting information.
- Large Grants should provide a significant and wide reaching benefit to the residents of Malvern Town.
- Grants must be spent within one year of being awarded. Any unspent monies left after this time must be returned.
- Grants cannot be used to support a group's normal running costs and this includes staffing costs.
- Grants are awarded on an annual basis and an award made is not an indication that funding will be continued in future years. Organisations wishing to apply for grants in successive years should give consideration to applications for new projects / initiative in each year.
- Grants 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.
- Organisations must show that there is a dedicated bank account for funds to be paid into. Payments cannot be made into an individual's bank account.
- Should for any reason the organisation disband or the project not be completed, the Council may ask for all or part of the monies to be paid back.
- Only one grant application per year will be accepted from any organisation.
- Additional grant conditions may also be attached to any funding the Council agrees and these will be set out in the award confirmation letter.
- Failure to comply with any conditions attached to a grant may result in a request for the grant to be repaid and may affect future grant assistance.
- Grants are awarded at the discretion of the Council and the decision is final.

6. Application and determination process

- Applicants are required to complete and return the application form and send with all supporting documentation to arrive no later than 12 noon on the date stated, in hard copy only.

- Applicants are required to submit a short statement (as indicated on the grant application form) explaining how the grant will be beneficial to the organisation and to the community or residents of Malvern Town. This statement will be presented to committee to assist in the decision-making process and is essential when evaluating a grant application.
- Town Council Officers have the right to refuse an application which has been submitted without the required supporting information or an explanation as to why this information has not been supplied by the deadline.
- Applications will be evaluated by Town Council Officers and then presented for consideration and decision at the appropriate meeting of Policy and Resources Committee in September.
- The full details of all grant applications will be available on file for scrutiny by any Councillor prior to the meeting. The Town Clerk will provide a summary of the applications for members of the Policy and Resources Committee to consider.
- Representatives from the applicants' organisations are encouraged to arrange to make a short presentation in support of their application at the start of the Policy and Resources Committee meeting in September.
- Applicants will be notified of the Council's decision following the September meeting. Those organisations who are notified that their application has been successful must claim their grant by written request no later than 31 January the following year.
- All organisations in receipt of grants will be required to acknowledge the Town Council's contribution on publicity/printed material.

7. Monitoring and reporting requirements

- Groups are expected to provide Malvern Town Council with written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. This information should be submitted in the form of a short report (no more than 500 words), before the end of the following April, so that it can be reported at the Annual Council Meeting in May.
- If your project has not taken place or been completed by the end of April, please provide an update on the project instead.

8. Further information (Deb's details here)

MALVERN TOWN COUNCIL



SMALL GRANTS SCHEME

APPLICATION FORM 2017/18

Name of Organisation

Name of person dealing with the application

Position in the organisation

Contact Address

Postcode

Telephone Number (day/evening)

PLEASE COMPLETE ALL SECTIONS AS FULLY AS POSSIBLE

ABOUT YOUR ORGANISATION

- 1. What is the purpose of your organisation?
- 2. What are the aims and objectives of your organisation?
- 3. When was your organisation formed?
- 4. What type of organisation are you?

Registered Charity

Voluntary Organisation

Other (please specify)

PLEASE SUPPLY A COPY OF YOUR CONSTITUTION OR SIMILAR DOCUMENT WHICH GOVERNS YOUR ORGANISATION.

5(a) Is your organisation part of, or affiliated to, any national organisation?

YES

NO

(b) If yes, please give details

(c) Are funds for the local branch of the organisation ring fenced? i.e. not available to other branches from the national organisation

YES

NO

DETAILS ABOUT THE GRANT YOU ARE SEEKING

6. What is the amount of donation you are seeking? (Amount up to £500)

7. Give a full description of the project, the exact purpose for which a grant is being sought and details of who will benefit as a result of a grant being given.

8. What is the TOTAL COST of the project or equipment towards which you are seeking a grant?

PLEASE SUPPLY A QUOTE OR ESTIMATE SHOWING THE PURCHASE PRICE OR COST OF THE PROJECT / ACTIVITY.

9 (a) Please give details of your organisation's own fundraising efforts towards this project (if any.)

(b) What are the total funds raised to date for this project:

10. Have you or do you intend to apply for funding from other organisations for this project?

YES

NO

If YES, please give details

11. Are there any recurring costs likely to arise from the project?

YES

NO

If the answer is "YES", explain briefly how these will be funded.

12. What is the proposed timescale for your project?

Start Date End Date

13. Please give details of how many people from Malvern Town will benefit from this project?

14 (a) Have you previously received, or applied for a grant from Malvern Town Council?

YES NO

(b) If YES, please give details of amount(s) and date(s):

15. Are there any restrictions as to who can take part in or benefit from your project?

YES NO

If NO please explain the reasons why

16. Does your organisation hold its own bank account?

YES NO

If NO please explain the reasons why

PLEASE SUPPLY A COPY OF YOUR ORGANISATION'S MOST RECENT BANK STATEMENT

17. Please provide the following details taken from your organisation's most recent annual accounts:

Total Income

Total Expenditure

Surplus / Loss for the year

Savings / Reserves held

PLEASE ENCLOSE A COPY OF YOUR MOST RECENT ANNUAL AUDITED ACCOUNTS

18 (a) If your application is successful, please state to whom the grant cheque should be made payable:

(b) If this is different to the organisation name please explain why.

19. Please add any further information in support of your application:-

(Additional pages of literature, leaflets or recent annual reports may be enclosed with the application).

DOCUMENTS TO SEND WITH YOUR APPLICATION

Please ensure that you send the following documents with your application:-

1. A short statement explaining how the grant will be beneficial to your organisation and the community or residents of Malvern Town. This will be presented to committee to assist in the decision-making process.
2. A quote or estimate showing the purchase price or cost of the project / activity for which the grant is being sought.
3. A copy of your organisation's constitution or similar document which governs your organisation.
4. A copy of your organisation's latest bank statement.
5. The organisation's most recent annual accounts preferably audited and / or prepared by a qualified accountant. In the case of a newly formed organisation, a comprehensive budget and business plan should be submitted instead.

DECLARATION

I have read the Guidance Notes which apply to Malvern Town Council's Small Grants Scheme 2017 / 18 and agree to the requirements and terms set out therein.

I confirm that the details set out in this application are, to the best of my knowledge, correct and that I will notify the Council of any material changes to the information provided.

Signed

Position in Organisation

Date

Please complete and send this form together with supporting documents, by 12 noon on Thursday 31 August 2017, to:- (Deb) **Hard copy only**