

LOOE TOWN COUNCIL

Community Grants Policy

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Introduction

- 1.1 Looe Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Looe for the benefit of the town.
- 1.2 The Council welcomes applications for its community grants scheme.
- 1.3 The Town Council makes an annual budget provision for community grants but has limited financial resources and may refuse funding applications or reduce the level of support requested. Grants awarded do not set precedents for future awards.
- 1.4 Community Grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.5 Decisions relating to grant applications for up to £1,000 are delegated to the Finance and Strategy Committee. Applications for grants above £3,000 will be considered by Full Council.
- 1.6 Applicants are encouraged to look at alternative sources of funding in addition to our community grant scheme.
- 1.7 The Town Council seeks to provide grants which support our vision for an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.

Community Grant Scheme

- 2.1 Applications to the Community Grant Scheme can be submitted at any time but to be included on an agenda, grant applications should be received by the Finance Officer no later than 10 working days before the Finance and Strategy Committee or Full Council meet. The dates of committee meetings are published on the Looe Town Council website.
- 2.2 Applications can be for any amount, but the Council will only consider applications for grants of more than £3,000 by exception.
- 2.3 Only one application can be made in a financial year. The Financial year runs from the 1st April to the 31st March.
- 2.4 The award of a grant to an organisation or to a particular type of project does not set a precedent for future grants. Circumstances and the Council's priorities and resources vary, and this can affect decisions.
- 2.5 We ask that applicants provide match funding equivalent to the level of grant they are requesting. For example, if you request a grant of £100, we would expect match funding of £100. We ask for match funding as this means our grants budget can support more organisations. We understand that in some circumstances match funding may not be available, but you should demonstrate in your application that you have actively sought funds from other sources.

Eligibility

- 3.1 The grant scheme is only open to 'not for profit' community organisations, local charities

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and community interest groups.

3.2 Organisations must have a base or visible presence in Looe or directly contribute to the interests of the residents of Looe.

3.3 The applicant must demonstrate a clear need for financial support.

3.4 Organisations must have a bank account in their own name that requires two unrelated people to authorise payments and make withdrawals.

3.5 Organisations must demonstrate that they have good governance in place including a management committee/board of directors that includes at least three unrelated individuals.

3.6 Grants will only be awarded for forthcoming projects – not retrospectively.

3.7 Awards will not be made to:

- Commercial enterprises which aim to make a profit.
- An individual person unless supported by the relevant organisation.
- Organisations that could be funded by their main national or regional organisation.
- Land or building where ownership is not yet established.
- Grants with the sole aim of promoting a particular religion.
- General fundraising campaigns.
- Projects with party political links.
- Funding in support of conferences and conventions.
- A service that the state is obligated to provide.
- Any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010¹
- Organisations with beliefs contradictory to the Council's core values.
- Organisations that have not fulfilled the conditions of any previous grants offered by the Council.

Applying for a Grant

4.1 Applications must be made on the application form via the Town Council website [Community Grant/Donation application – Looe Town Council](#) and include all information requested on the form. An application will not normally go to committee until all required information has been provided.

4.2 Applicants must supply the previous financial year accounts and a recent (within three months) bank statement. New/start up organisations should submit a financial statement

¹ It is against the law to discriminate against someone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are called protected characteristics.

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containing their proposed budget.

- 4.3 Where expenditure on a single item would exceed £1,000 the applicant should demonstrate that best value has been sought, this may be by submitting quotations.
- 4.4 Evidence of match funding must be provided.
- 4.5 If you can recover VAT, you should not include these costs in your application.
- 4.6 For the purchase of items consideration should be given to the Town Council, purchasing items and gifting them back 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.

Criteria

- 5.1 Grant applications will be considered against the following criteria:
 - Meeting the Council's vision for Looe
 - The viability of the project
 - How local people benefit.

Conditions of Grants

- 6.1 An application to the Community Grants fund indicates agreement to the following conditions:
- 6.2 All grants are conditional upon the funding being used for the purpose specified. In the event that an applicant's project does not proceed, the funding provided by Looe Town Council must be returned.
- 6.3 The Council reserves the right to publicise their financial contribution to the project.
- 6.4 Recipients will complete a written end of project report on how the funds have been spent together with relevant invoices and receipts of expenditure.
- 6.5 Council representatives may request to visit your project to look at how funds have been spent and how the town has benefited.
- 6.6 You will be asked to attend the Council's Annual Town meeting to talk about your project and how funds have been spent.
- 6.6 Recipients are expected to positively promote the Council. Should any dispute arise, both the organisation and the Council will seek to resolve it in private.
- 6.7 Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 6.8 If the donation is for an event, entry to the event is free of charge for Looe residents to attend and participate.
- 6.9 Recipients must advise the Council prior to the disposing of any resources or equipment

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funded/part-funded/supplied by the Council through a community grant within two years of the payment of the grant.

6.10 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project, a Grant Renewal Application must be submitted, usually for consideration by the Council in March of the current financial year.

6.11 Your organisation must abide by all relevant laws and regulations.

6.12 The Council may apply any additional conditions it deems necessary as part of the grant award.

Receipt of Grant

7.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.

7.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.

7.3 Payments will only be made to an organisation. The Council will not issue grants to an individual.

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COMMUNITY GRANT APPLICATION FORM



Application Form

Name of Organisation or Group:
Purpose of Organisation or Group:
Name of Contact:
Email:
Address:
Tel/Mobile No.:
Postcode:

Please confirm the legal status of your organisation

- Registered Charity (local)
- Registered Charity (national)
- Membership organisation
- Community Interest Company
- Other

Purpose of Grant

What will the grant be used for?

Eligibility

Please explain how your project directly benefits the people of Looe.

We expect applicants to provide match funding equivalent to the level of grant they are requesting. How will this project be match funded?

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Have you received any funding from the Town Council previously? If so, please provide details of the value of the grant (s) and the date the grant (s) were approved.

Please explain how your project will support our vision for an improved quality of life and environment for Looe as a great place in which to live, work, visit and invest.

Costs

What is the total cost of the project:

Amount of grant requested.

If any single item exceeds £1,000, how have you identified that this is the best price?

Description and Value of Funds from Received / Pledged from Other Sources (Identify Sources)

Additional Information

For existing organisation and projects, please provide the following with your application.

- A bank account with 2 signatories
- A copy of a recent bank statement for the organisation
- A copy of your constitution, articles of association, charitable objects
- A copy of your most recent approved accounts

Please note that this application will not be considered unless it is accompanied by a copy of the relevant paperwork and will be circulated to the Council and considered a public document unless you attach a note to explain why it must remain confidential.