



## **GENERAL GRANT PROCEDURES & GUIDANCE NOTES**

Please read the information below in full before completing a General Grant application form.

### **SECTION 1: GENERAL INFORMATION**

The Town Council is empowered under legislation to offer community grant funding, however terms and conditions apply. Please ensure you read the information below to determine whether your organisation or project may be eligible before completing the application form.

#### **A. WHO MAY APPLY FOR GRANT FUNDING?**

Voluntary groups, registered charities or individuals operating on a not for profit basis for the benefit of the community in Leighton-Linslade. Organisations must have some form of management committee or steering group and a bank account with at least two signatories.

If your organisation has previously received a General grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one General Grant may be received per financial year.

Priority will be given to those organisations which can demonstrate a clear financial need.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Leighton-Linslade.

#### **B. WHO MAY NOT APPLY FOR GRANT FUNDING?**

Commercial operations or organisations which offer statutory obligations, for example schools.

(School associations/PTAs may apply for a grant if the activity/project is extra curricular, subject to funds being ring-fenced and applicants having a separate bank account and constitution).

Organisations representing the arts and sports should apply separately to the Leighton-Linslade Arts Forum or the Leighton-Linslade Sports Council.

#### **C. HOW MUCH CAN BE APPLIED FOR?**

Up to a maximum of £500. Start-up groups without two years of financial accounts may apply for a start-up grant to a maximum amount of £250.

The amount of grant funding to be approved will be decided by Committee and may be less than the amount requested.

#### **D. WHAT TYPE OF PROJECTS CAN BE FUNDED?**

Projects or activities which can be **completed within a year** and **will directly benefit residents of Leighton-Linslade**. Priority may be given to projects or activities which support the Town Council's objectives and aspirations for the parish. The aims and objectives of the project should be clear and well defined.

#### **E. WHAT WILL NOT BE FUNDED?**

General revenue costs; loan repayments; rent; rates, council tax or utilities; insurance costs (other than public liability insurance); projects with high ongoing maintenance costs (unless the group can demonstrate it has the funds/skills to maintain them in future); religious or political groups (unless unrestricted community benefit can be demonstrated); activities that are part of statutory obligations, for example curricular activity in schools; activities that predominantly support people outside of Leighton-Linslade; projects which have already been completed or items already purchased.

#### **F. WHEN TO APPLY**

The deadline for second round applications for the financial year 2018-2019 is close of business (4:30pm) on **Friday, 19 October 2018**. Organisations which have already received a grant for this financial year may not re-apply for further funding.

#### **G. APPLICATION PROCEDURE**

Applications will be considered by the Grants & Awards Sub-Committee at a meeting to be held on **Monday, 5 November 2018** at 1930 hours at The White House. The meeting is open to the public and applicants are encouraged to attend. Applications will be assessed and decisions taken regarding the amount of any grant award by the Sub-Committee based on the available budget, the information provided, the benefit to the community and the sustainability of the project.

Written confirmation of the decisions taken will be provided within ten days of the meeting. Payment will normally be issued to successful applicants within a month of the meeting.

#### **H. TERMS AND CONDITIONS**

If there is a serious breach of terms & conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid.

Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and might face prosecution.

All applications will be considered by the relevant Committee, where decisions are made to approve or refuse applications. The amount of grant funding to be approved may be less than the amount requested. Meetings are open to members of the press and public, with meeting minutes published on the Town Council's website.

A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the group's accounts.

The Town Council may ask you to attend the meeting at which the application will be considered and/or to attend a reception to receive the cheque.

The Town Council reserves the right to amend any policy, procedures and assessment criteria for grants at any time.

## SECTION 2: GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

<b>SECTION 1: ORGANISATION AND APPLICANT DETAILS</b>		
Question no.	Question	Guidance notes
1-11	Organisation details	<p><i>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</i></p> <p><i>Organisations must be non-commercial and primarily serve residents of Leighton Buzzard and Linslade. Organisations must have a constitution or agreed set of rules.</i></p> <p><i>If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately.</i></p> <p><i>If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i></p>
12	Independent referee	<p><i>This should be someone who is familiar with the organisation and/or project, but is not a member/representative of that organisation.</i></p> <p><i>Referees will only be contacted if deemed necessary by officers.</i></p>
13-20	Financial details and amount of grant funding requested.	<p><i>Please provide as much information as possible. The grant does not need to be a “rounded up” figure; if your organisation has a specific quote, please enclose this and specify the exact figure.</i></p> <p><i>We will consider whether project costs are appropriate and realistic.</i></p> <p><i>Priority may be given to organisations which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind (e.g. volunteer time).</i></p> <p><i>Organisations must have a separate bank account with at least two signatories.</i></p> <p><i>Payment of grant funding will be made by cheque or bank transfer.</i></p>
21 - 22.	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity.</i></p> <p><i>Projects should demonstrate a clear benefit to residents of the parish.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council’s aims and aspirations for the parish (please see</i></p>

		<i>the Town Council website (publications page) for details of documents such as the Big Plan or the Three Year Plan 2015-2018).</i>
23.	Project timescale	<i>Please note that projects or activities cannot be funded retrospectively. Please only apply for funding if the project/activity can be achieved within a year of receiving grant funding.</i>
24.	Ongoing costs.	<i>Should the project require ongoing funding, please demonstrate how the organisation intends to achieve this.</i>
25-28.	Supporting documents	<i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start-up organisations without two years of accounts should provide a copy bank statement and a business plan.</i>
29-36.	Declaration and signature	<i>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project. A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. A template report will be provided to successful applicants. The organisation may also supply a copy of its annual report and accounts, where appropriate. By signing, you give permission for the Town Council to retain and use the information provided for the purposes of processing the grant application. Data will be retained securely and not passed on to any third parties. Data will be retained for a limited period in accordance with the Council's Document Retention policy. The Council's Privacy Notice and associated policies are available to view on its website. By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i>

Should you have any queries not answered above, please contact Leighton-Linslade Town Council on 01525 631920.