



GUARANTEED GRANT PROCEDURES & GUIDANCE NOTES

Please read the information below in full before completing a Guaranteed 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. WHAT IS GUARANTEED GRANT FUNDING?

Guaranteed grants are provided for a four-year term and consist of an award per financial year of over £500. Organisations need not re-apply each year for funding, but must provide a report and a statement of accounts each year to the Town Council. Guaranteed grant funding may be used for general revenue or maintenance costs, or to fund ongoing projects.

B. WHO MAY NOT APPLY FOR GRANT FUNDING?

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

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?

Amounts of over £500 per year. The amount of grant funding to be approved will be decided by Committee and may be less than the amount requested. This will be determined based on the number of applications received, the available budget and the information contained in the applications. Grants are index linked for inflation.

The grant amount for each financial year will be determined annually by the Grants Sub-Committee. Should an organisation's financial position, structure or purpose change significantly during the four year term, the Town Council reserves the right to alter or cease the provision of funding.

Depending on the amount of the grant, a Service Level Agreement may be required.

D. WHAT TYPE OF ORGANISATIONS CAN BE FUNDED?

Voluntary groups, community associations or registered charities 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 any grant funding from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.

Priority will be given to those organisations which can demonstrate a clear financial need, which have a wide impact across the community, which have a high level of community inclusivity or which support the Town Council's objectives and aspirations for the parish.

Guaranteed grant funding may also be given to "umbrella" organisations who may then re-distribute it to smaller deserving organisations or individuals, or organisations which need this type of funding to assist with their own strategic planning.

Organisations should ideally be able to demonstrate longer term sustainability, i.e. additional sources of income to assist with future running costs.

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.

E. WHAT WILL NOT BE FUNDED?

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 applications for Guaranteed Grant funding for the four year period 2016-17 to 2019-20 is close of business (4:30pm) on Friday, 22 April 2016.

G. APPLICATION PROCEDURE

Applications will be considered by the Grants Sub-Committee at a meeting to be held on Monday, 9 May 2016 at 1930 hours at The White House. The meeting is open to the public and applicants are strongly encouraged to attend and speak in support of their application, giving the Committee the opportunity to ask questions.

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/organisation.

Written confirmation of the decisions taken will be provided within ten days of the meeting. Cheques 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 in spending the grant for purposes other than those agreed will be reported to the police and prosecution may follow thereafter.

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.

Any organisation in receipt of a Guaranteed Grant will be appointed at least one Town Councillor as a nominated representative, to attend the group's committee meetings and act as an observer and link to the Council.

SECTION 2: GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
Question no.	Question	Guidance notes
1-11	Organisation details	<i>Please ensure you have completed all fields and provided accurate contact details for the main contact person. Organisations must be non-commercial and primarily serve residents of Leighton Buzzard and Linslade. Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i>
12	Independent referee	<i>This should be someone who is familiar with the organisation, but is not a member/representative of that organisation. Referees will only be contacted if deemed necessary by officers.</i>
13-16	Financial details and amount of grant funding requested.	<i>Please provide as much information as possible. Priority may be given to organisations which can demonstrate their own fundraising activity,</i>

		<p><i>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>
17 - 18.	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity and how you anticipate any grant funding will be used.</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 the Town Council website (publications page) for details of documents such as the Big Plan or the Three Year Plan 2015-2018).</i></p> <p><i>Please note that projects or activities cannot be funded retrospectively.</i></p>
19-21.	Supporting documents	<p><i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided.</i></p> <p><i>Accounts may be draft if not yet audited.</i></p>
22-29.	Declaration and signature	<p><i>The main contact person for the application should initial each point and sign below.</i></p> <p><i>The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project.</i></p> <p><i>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.</i></p> <p><i>By signing, you give permission for the Town Council to retain and use the information provided.</i></p> <p><i>By signing, you acknowledge that you have read and understood this guidance document.</i></p> <p><i>We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i></p>

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