

# MIDDLEHAM TOWN Council Grants Policy

## Background and Overall Aim

Subject to having the necessary powers under local government and charity law and sufficient funds, Middleham Town Council ('MTC') and Charity for the Benefit of Inhabitant Householders of Parish of Middleham ('IH') wish to support local groups promoting community life through activities and services that are not directly controlled or administered by the Council or the Charity.

## What does the policy cover?

Grants and financial assistance ranging from £50 upwards to a maximum of £1500 per application. Applications for sums of less than £50 should be submitted by letter or email addressed to the Clerk and do not follow the procedures in this policy.

The criteria for funding are set out below. Projects may be sporting, cultural, welfare, environmental or charitable in nature.

## Who can apply?

Applicants must be a local charity, community group or voluntary organisation, providing a service or running an activity within the Town.

## Who cannot apply?

1. Organisations that don't provide a service or benefit to the community in Middleham.
2. Individuals, or appeals supporting an individual.
3. General or regional and national appeals.
4. Statutory organisations.
5. Political groups or activities promoting political beliefs.
6. Religious groups where funding is to be used to promote religious beliefs.
7. Arts & sports projects with no community or charitable element.
8. Medical research, equipment or treatment.
9. Animal welfare, other than supporting preservation of wildlife.
10. Organisations that have a closed or restricted membership.
11. Retrospective applications where expenditure has already been committed or the work has already been completed.

## Budgeting to support Grants

At annual budgeting meeting (normally held in November) an amount may be set aside by MTC and IH from which grants will be awarded during the following financial year that runs from April to March. This amount shall vary from year to year and, as it will be subject to any financial constraints and competing priorities, may not be available each year.

## Application Process

Grant application forms can be obtained from the Council's website or from the Clerk.

Ongoing commitments to award grants will not be made. A fresh application will be required each year and organisations should not make a presumption that funding will continue.

The following steps apply to all applications:

- Submit a fully completed application form, with supporting information, to the Clerk.
- The following further documents should be attached:
  - A copy of the group's constitution (or a statement of its aims and objectives)
  - Details of its bank account controlled by at least 2 authorised signatories,
  - Copies of their last year-end accounts (if available)
- The following details of your activity should be included in the application.

- The number, or percentage, of members that belong to the organisation and that live within Middleham Town Council,
- Details of any restrictions placed on who can use/access their services,
- Confirmation that appropriate safeguards are in place when working with children and young people.
- Details of similar activities previously undertaken successfully.

### **Assessment Procedure**

Applications may be submitted throughout the year and shall be considered at the next Council meeting. Once the grants budget is exhausted, MTC and IH will only consider emergency requests for assistance, provided that virement from other budget headings or drawing down from reserves is possible.

Each application will be assessed on its own merits. Councillors who are actively involved in a group must declare his /her interest in the matter in accordance with Standing Orders.

To ensure as fair a distribution as possible of available funds, MTC and IH will take into account the amount and frequency of any previous awards; the geographical spread within the parish; the target group for the activity, bearing in mind the diversity of ages, backgrounds and interests of Middleham's residents. Due account may also be taken of the extent to which funding has been sought or secured from other sources or internal fund raising activities.

Where payments are made by MTC under Section 137 of the Local Government Act 1972 the expenditure must be 'in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants' and 'any expenditure must be commensurate with the benefit to the community'. Where funding is by IH, the Council as Trustee must consider how the payment benefits the Inhabitant Householders. The Charities Act 2011 sets out a 'public benefit requirement' which has two aspects, firstly the 'benefit aspect' so that its purpose must be beneficial in a way that is identifiable and capable of being proved by evidence and any detriment or harm that results from the purpose (to people, property or the environment) must not outweigh the benefit. Secondly the 'public aspect' which must benefit the public in general, or a sufficient section of the public and not give rise to more than incidental personal benefit -

The Clerk will provide guidance to applicants and MTC and IH on the above

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate and its decisions shall be final.

All applicants will be notified of the Council's decision, regardless of the outcome.

### **Assessment Criteria**

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

1. Has the application process and this policy been complied with?
2. Level of benefit to Middleham and the impact the grant will make and whether this is commensurate with the level of expenditure.
3. If the proposal undertakes to reimburse any part or all of the advance, what is the risk that this will not be repaid?
4. Evidence of a well-managed group including previous experience and track record.
5. Financial sustainability and viability of group and/or project.
6. Evidence of partnership working between other groups.
7. Evidence that funding has been sought from other sources.
8. Evidence of compliance with previous grant award conditions.
9. Evidence that local groups will be incentivised to improve their effectiveness.

10. Does it achieve value for money?

## Payments

Grants will only be paid to the named organisation.

## Monitoring and reporting requirements

Successful applicants are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Town. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of April each year whichever is sooner, so that it can be reviewed at the year-end meetings held in May and also reported at the Annual Council Meeting.

Additional reporting requirements may be specified.

## General grant conditions

The grant can only be used for the specified purpose and the Council reserves the right to reclaim any grant, or part of it, not being used for the specified purpose

1. If a group wishes to change the purpose of the grant they must seek approval by writing to MTC/IH, explaining the exceptional circumstances.
2. The applicant must keep its own financial records for the project and MTC/IH may request proof of expenditure.
3. Grants must be fully used spent within the timescale agreed and no later than 1 year after the date of award. Any unspent monies left after this time must be returned.
4. 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 or in cash.
5. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities) and will be required to forward any risk assessments undertaken and provide confirmation of adequate public liability insurance when requested by MTC.
6. VAT cannot be reclaimed by MTC on its behalf
7. Should the organisation disband or the project is not completed then MTC/IH may ask for all or part of the monies to be paid back.
8. Acknowledgement of the financial support received from MTC/IH is required on documentation and any promotional material, including websites.
9. Groups receiving grants are required to advise their users/members that the grant or equipment has been received from MTC/IH. Where appropriate, the MTC/IH may require a notice to be affixed.
10. Where equipment is gifted to an organisation, MTC/IH requires that it be insured and maintained at the expense of the user.
11. Only one application per year will be accepted from any organisation.
12. Additional grant conditions may also be attached to any funding from MTC/IH 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.

This policy can be amended from time to time

	Date	Who	Minute reference
Policy Drafted	16/11/16	David Keep, Clerk	
Policy Approved	28/11/18	Council Meeting	701/18 10.1.2

<b>Review Date</b>		<b>Clerk</b>	
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# Middleham Town Council / Charity for the Benefit of Inhabitant Householders of Parish of Middleham

## Grant Application Form

Please complete this form and attach the relevant information and send to:  
The Clerk to Middleham Town Council.

Name of Organisation	
Contact Details	
Position within Organisation	
Telephone	
Email	
Is your organisation a registered charity? If yes, please provide charity number	
Project for which grant is required	
Total Cost	
Have any funds been requested from other sources?	
Success/failure of application to other sources, and amount requested	
Amount of grant requested from Middleham Town Council / Charity for the Benefit of Inhabitant Householders of Parish of Middleham	
When are the funds required?	

Signed on behalf of the applicant. We agree to comply with the rules set out in MTC's policy.