



## Community Grant Policy

*“One of our primary purposes is to facilitate the work of others who are making a positive difference to our area and community.”*

Filename and version	Status	Review date
Community Grant Policy	<b>Adopted</b>	<b>September 2023</b>

The Town Council awards grants to community groups, charities and other organisations that provide a positive benefit to the people of Bletchley and Fenny Stratford. Grants can be for any amount between £50 and £5,000. Both the group and the project must be eligible.

All applicants are advised to contact the council before submitting a grant application. Applicants are also advised to look at the Council's strategic priorities and the delivery plan for the year which is published on our website [www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk).

### **Eligibility Criteria**

The following groups may be eligible for grants:

- Community groups and organisations (including residents associations and faith groups)
- Registered charities
- Voluntary sector organisations
- Sports clubs
- Social enterprises

The council will not consider grants from the following applicants

- Individuals
- Statutory bodies
- Profit making businesses
- Party political groups
- Groups without an appropriate governance structure eg management committee, constitution etc

The council will consider funding the following types of projects or activities:

- Projects or activities which add to the well-being of our residents
- Projects or activities which physically improve the environment of our area

Funding provided may be used for resources, pilot projects and development costs for projects or activities on the basis set out in the grant application.

The council will not consider funding for projects or activities which do not directly benefit our residents or our area.

The council will not fund projects or activities which promote party political or religious beliefs or views.

The council will not usually provide core funding such as rent, staff costs or other running costs unless the project concerned is a pilot or a new development of an existing activity.

The council will not provide grants to organisations for onward distribution to other bodies or provide grants or specific fundraising events.

The council will not usually provide grants for goods or services which should be provided by another statutory body funded by taxpayers.

### **Award of Grants**

Decisions about award of grants will be made in public at meetings of the Community Committee or meetings of Full Council.

Councillors making the decision about an award will consider the following aspects of each application for funding:

- Strength of evidence that the activity/project meets a genuine need related to the town council's strategic priorities
- Information demonstrating that the proposed project or activity is the best way to meet the specific need
- Specific information about how the project will benefit residents
- Value for money
- Evidence of funding or "in kind" contributions from other sources
- Evidence of inclusivity

### **Application Process**

All applications must be submitted in writing using the council's grant application form and supporting documentary evidence must be provided including but not limited to:

- **Constitution** or rules relevant to organisation/group.
- **Relevant policies** eg health and safety, safeguarding etc.
- **Financial information about the organisation.** For existing organisations: audited accounts or a statement of income or expenditure for the last 2 years. For new organisations: evidence of a suitable bank account will be required
- **Charity registration number** (if relevant)
- **Written Quotations/Costs** supporting the budget for the grant

The council will acknowledge receipt of each grant application in writing and ask for any additional information. Applicants will be informed of the date of the meeting when the application will be considered and will be invited to attend the meeting and speak briefly to the council about their application. Councillors may wish to ask the applicants questions about their project.

If a grant is awarded the council will require receipts/proof of spend of the grant funds and any unspent funding must be returned to the council. Grants are awarded on condition that the council is included in publicity materials about the project or activity concerned and a full report is provided to the council