

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy Committee		
MEETING DATE AND TIME	20 th July 2023 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	14 Grant Criteria Policy Review		
Background	<p>The Council have a budget for Financial Assistance/Grants each year, a Grant Criteria is in place to have a set of rules to guide the Committee and applicants. The Criteria has been discussed in recent Finance meetings during discussions on grant applications and a review was suggested to be brought forward.</p> <p>Previous average Grant awards:</p> <p>2017-18 £422 2018-19 £377 2019-20 £504 2020-21 £447 2021-22 £582 2022-23 £618</p>		
Details	<p>Our Current Policy was reviewed on 28th April 2022 and previous to that in 2019. Current policy can be found here: CONGLETON TOWN COUNCIL-GRANTS & FUNDING POLICY</p> <p>Draft updates: Appendix 14.a/b</p> <p>The first draft update is a maximum grant award. This is set to £750, this amount is based on previous Committee discussions. There is no current maximum grant amount however Finance and Policy are only able to award up to £3,000, all applications over that must be recommended to Council for approval.</p> <p>The draft has introduced 3 sections:</p> <p>Citizens Grants: Maximum of £150 Small Grants: Up to £250 Large Grants: £251 to £750</p> <p>Added: Explanation of each section.</p> <p>Criteria Updates</p> <p>1: Added £750 maximum 5: Moved to introduction section 11: Removed normally fund up to 50% to only fund up to 50% 13: Taken out levels over £750 17: Removed New 17: Added rules regarding Room Hire fees 19: Changed evaluation form to Grant Monitoring Form, removed will be jeopardised to may be rejected. 26: Removed</p>		

	<p>27: Addition</p> <p>Appendix 14c/d</p> <p>The Application form is also presented for an update.</p>
<p>Decisions Requested</p>	<ol style="list-style-type: none"> 1. Note the updated Application form 2. To discuss and approve maximum Grant Award 3. To approve the updates to the Grants Criteria and recommend to Council for approval and adoption in to the Constitution

CONGLETON TOWN COUNCIL

GRANTS & FUNDING POLICY

There are 3 sections with regards to our Grant Scheme

Citizens: a maximum award of £150

Small Grants: A maximum award of £250

Large Grants: £251 to a maximum of £750

All grants are considered by the Finance and Policy Committee.

Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:

- A Congleton Town based charity
- A Congleton Town based Community group
- A Congleton Town based Voluntary group
- A Congleton Town Not for Profit community businesses
- Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.
- A Charity or Group based outside of Congleton Town as long as the project benefits resident of Congleton.

We will not fund/ consider:

- Incomplete applications
- General running costs: Utilities, Rent /Lease fees, staffing or salary costs.
- Applications from a National Body without a proven direct link to Congleton Town
- Applications over £750
- Retrospective applications

CITIZENS GRANTS

There is maximum grant of £150 for citizens of Congleton Town, for an application to be accepted the citizen must prove that other fundraising to taking place to fund their project. We will only fund up to 50% of the project cost. The citizen must be part of an established Congleton Based Organisation which is supporting the project.

SMALL GRANTS UP TO £250

A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will only fund up to 50% of the project cost.

LARGE GRANTS £251 to £750

V8 28.04.22 CTC/67/2122 Owner: RFO

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A financial breakdown of the project must be provided for this criteria and the applicant must prove that other fundraising is taking place to fund their project. We will require quotes for items over £251 details in the main criteria and financial statement or accounts of relevant bodies. We will only fund up to 50% of the project cost.

CRITERIA

1. The maximum grant Congleton Town Council award is £750

2.2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.

2.3. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.

3.4. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.

4.5. The Town Council does not affiliate to any religious group; however, applications will be considered where there is a clear community wide benefit.

~~5. Requests for grant aid or sponsorship of an event will only be considered from the following categories of applicant:~~

- ~~• A Congleton Town based charity~~
- ~~• A Charity or Group based outside of Congleton as long as the project benefits resident of Congleton.~~
- ~~• An organisation serving the needs of the citizens of Congleton~~
- ~~• Citizens of Congleton requesting grant aid with a project/event, which will be for the benefit of a wider group in Congleton.~~

~~A Congleton based club/association/organisation serving a specific section of the community or the community as a whole.~~

6. Applications will only be considered when made on a formal application form with all relevant sections completed.

7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.

8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.

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9. The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.

10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.

11. Council will ~~normally~~ only fund the up to a maximum of 50% of a project cost and priority will be given to requests for grants of £250 or less. Any request above £250 will require detailed justification for the project including matched funding as a prerequisite.

12. Sponsorships - When there is a request for sponsorship, it needs to be clearly demonstrated how the Town Councils' support will be recognised.

13. Grant requests for tangible products or services.
Quotes are required for grant applications as follows:

- Under £250 No quotes
- £251 - £500 One quote
- £501 - ~~£750~~,000 Two quotes
- ~~£1001 or above~~ ~~Three quotes~~

14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.

15. Where projects cross financial years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12-month period from the grant approval date.

16. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.

~~17. The Council will accept retrospective application up to a maximum period of 3 months of the event/project completion.~~

~~18.~~17. The Council will usually only consider requests for specific projects, not on-going or core costs. You are not able to use the Grant to pay for Room Hire for Congleton Town Council bookings, for Charities and Local Groups a Subsidised Grant exists and is dealt with separate to this Grant budget The exceptions to this will be "pump-priming" to help

~~organisations get established or organisations which deliver a substantial part of the Council's priorities.~~

~~19.18.~~ The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.

~~20.19.~~ An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The ~~evaluation form~~ Grant Monitoring form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants ~~may be rejected will be jeopardised~~ if this is not completed.

~~21.20.~~ The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.

~~22.21.~~ For grants and sponsorship, the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature, including press releases relating to the application.

~~23.22.~~ The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.

~~24.23.~~ Per Group/Charity there may be only two successful applications per financial year.

~~24.~~ There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.

25. Grants awarded by Congleton Town Council should only be used for the original project in the application.

~~26. Organisations are required by law to have taken out appropriate public liability insurance. Congleton Town Council expects all applicants to have complied with this legal requirement.~~

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~~26.~~ Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation.

~~27. The applicant acknowledges and accepts when competing an application that supporting documentation may be included in the public agenda, documents will be~~

redacted where necessary. [Our Data Privacy Policy and Information and Data Policy can be found at: Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](#)

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- Applications over £750
- Retrospective applications
- Applications from Schools funded by the Local Authority

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2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. Grant forms will be scrutinized to ensure they meet the criteria set out in the Grants and Funding Policy before being put forward for decision at the Finance and Policy Committee. Applications which do not meet the criteria will be rejected and returned.
4. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
5. The Town Council does not affiliate to any religious group; however, applications will be considered where there is a clear community wide benefit.
6. Applications will only be considered when made on a formal application form with all relevant sections completed.
7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Congleton Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and will probably request copies of budget/accounts and business plans for applications over £250.
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18. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.
19. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The Grant Monitoring form must be returned to the Council within 4 weeks of completion of the project. Future requests for grants may be rejected if this is not completed.
20. The Council will advertise its Grant and Financial Assistance Scheme widely to ensure an equitable distribution of resources.
21. For grants and sponsorship, the applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature, including press releases relating to the application.
22. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The

applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.

23. Per Group/Charity there may be only two successful applications per financial year.
24. There is a 10 working days deadline prior to a meeting for all information to be submitted in order for an application to be presented.
25. Grants awarded by Congleton Town Council should only be used for the original project in the application.
26. Congleton Town Council actively encourages applicants to attend the meeting to support the application to enable any queries /presentation.
27. The applicant acknowledges and accepts when competing an application that supporting documentation may be included in the public agenda, documents will be redacted where necessary. Our Data Privacy Policy and Information and Data Policy can be found at: [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)

Congleton Town Council
Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	
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1.1	<i>Applicant(s):</i>	
1.2	<i>Representing:</i>	
1.3	<i>Email Address:</i>	
1.4	<i>Tel No.</i>	
1.5	<i>Project Title:</i>	
1.6	<i>Project Objectives:</i>	
1.7	<i>Brief Project Description:</i>	
1.8	<i>Details accounts/budgets</i>	

Part 2: Cost Details / Resources / Timescale

2.1	<i>Total Cost of Project:</i>	
2.2	<i>Total contribution sought:</i>	
2.3	<i>What will the money be spent on?</i>	
2.4	<i>Any ongoing costs:</i>	

2.5	Details of <i>confirmed</i> match funding include source Cash: In kind:	
2.6	Resources needed:	
2.7	Estimated timescale of project from start to finish:	

Part 3: Potential Benefits / Outputs

3.1	What are the potential benefits/outputs to residents of Congleton	
3.2	Are there similar services/projects provided in the area	

Part 4: Evaluation

4.1	How will the project be evaluated and who will carry out the evaluation?	
4.2	Describe how you will promote the Town Council in your project.	
4.3	Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

Signature: _____ *Date:* _____



Please read the Grant Criteria document before you start your application process.

<u>1: CONTACT DETAILS</u>	
Name of Organisation:	
Address of Organisation:	
Name of Applicant:	
Position:	
Telephone Number:	
Email address:	
Website:	
Registration Number (If relevant)	
<u>2: ABOUT YOUR ORGANISATION</u>	
What type of organisation are you?	
Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words)	

3: COST DETAILS/ RESOURCES/ TIMETABLE

Project Title:	
Project Objectives:	
Brief Project Description:	
Total Cost of Project	
Total contribution sought:	
Details of cost breakdown and budgets:	
What will the money be spent on?/ Resources needed:	
Any ongoing costs:	
Details of confirmed match funding, include source Cash/Grant: In kind:	
Estimated timescale of project from start to finish:	
<u>4: POTENTIAL BENEFITS/ OUTPUTS</u>	
What are the potential benefits/outputs to residents of Congleton	
Are there similar services/ projects provided in the area	
<u>5: EVALUATION</u>	
How will the project be evaluated and who will	

carry out the evaluation?	
Describe how you will promote the Town Council in your project.	
Please acknowledge you have read our Grant Application Criteria	Please see the Policy on our Grants page on our website: Grants - Congleton Town Council (congleton-tc.gov.uk) I/we have read the policy: YES / NO

Declaration

- I am authorised to make this application on behalf of the above organisation.
- I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
- I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
- I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
- I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
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Signed:		Date:	
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Please return your form and supporting documents to info@congleton-tc.gov.uk or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN