



COMMUNITY GRANT SCHEME 2024

- 1. Small Grants up to £500 (revenue only)**
- 2. Medium Grants up to £5,000 (revenue and capital)**
- 3. One Large Grant between £5,000 and £10,000 (capital only and over more than one financial year)**

1.0 Introduction

1.1 Kingswood Town Council is committed to providing support to community groups and organisations working in the town to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the town. The council welcomes applications from organisations that are ambitious and creative.

1.2 The Council recognises the significant contribution made by the voluntary and community sector and other "not for profit" organisations in delivering services and projects that add value to the Council's priorities for the town.

1.3 In recognition of this contribution the Council seeks to establish and maintain a positive working relationship with local organisations, including, where appropriate, the provision of grant aid and financial support.

1.4 Any provision of grant funding from Kingswood Town Council will seek to support activities that are 'open to all' and do not exclude or discriminate any specific group of people, as defined by the Equality Act 2010.

1.5 Kingswood Town Council will not authorise the award of a grant which goes against the council's policies or seeks to reverse a previous council decision.

1.6 This policy sets out the terms and conditions under which funding applications to the council should be made, the criteria for the award, and the context in which applications will be considered. The town council must be open and transparent, and the town council has an obligation to publish the details of grants awarded.

2.0 Purpose

2.1 This policy sets out how Kingswood Town Council and the Finance and Administration Committee will manage applications from organisations who are seeking funding from the Town Council for a project, event, activity, or other purpose.

2.2 The aim of the Town Council's Community Grant Scheme is to provide financial support to organisations who work to improve the quality of town life in Kingswood.

3.0 Scheme Governance

3.1 This policy is issued by the Finance and Administration Committee of Kingswood Town Council. The Finance and Administration Committee will meet three times per year to consider applications based on the criteria outlined in this policy. All applications received by the Town

Council will be considered on their own merits. Your organisation may apply for more than one small grant per year (but only one at each meeting). Organisations can apply for one medium or large grant per financial year. Each meeting will consider grants under the following tiers:

- Small Grants up to £500
- Medium Grants up to £5,000.

3.2 If you wish to apply for a grant in excess of £5,000, please contact the Town Clerk in advance of making an application for the purpose of an initial desk top assessment, to ensure that your idea is within the scope of this scheme and to avoid any time wasting on your part. If you are encouraged to make an application your application will be considered at the next meeting. The council will only make one large grant award per year. If you are unsuccessful with being awarded the large award you will be eligible to be considered for the medium grant award.

3.3 If you wish to apply for a grant up to £100 for a revenue project and our meeting timetable does not support your need, the town clerk is delegated authority to award one grant of £100, three times a year (in between each committee meeting), without the need to submit the application to the Finance and Administration Committee for approval. You will still need to apply for the grant, from the same fund of £50,000 and the town clerk must report this authorised expenditure to the next finance and administration committee meeting. The town clerk's decision on this is final and is unable to award more than £100, and no more than one grant in between meetings.

3.4 The Community Grant Scheme is managed and administered by the town clerk, within a GDPR framework which protects the confidentiality of individuals and any sensitive or personal data.

3.5 The financial contribution that can be awarded is taken from the annual budget of the council, based on the financial year April to March and the total amount of grants awarded are restricted to within this budget.

3.6 For 2024/25 the annual budget is £50,000. The budget allocation for each meeting is one third of the annual budget, for the year, however, the Finance and Administration Committee is empowered to exercise reasonable discretion if necessary. If a large grant is awarded at the first or second meeting of the year, the remaining pot will be recalculated.

3.7 If the total amount of grants requested exceeds the annual budget remaining or meeting spending allocation, all applications will be heard first on their own merit before any grants are awarded. Committee members should indicate whether they support each application in principle or not. The final amount to be awarded will then be decided for all applications that are supported in principle.

3.8 The Finance and Administration Committee has the power to distribute grants on a pro rata basis should the amount requested exceed the annual budget remaining or the meeting allocation. In this event, the exact figure to be awarded will be subject to confirmation from the town clerk.

3.9 On receipt of an application the town clerk will check that all relevant information has been provided. Applications are then sent to the Councillors on the Committee and applicants are invited to attend a meeting at which their application will be considered, to provide a brief overview and answer questions. Meetings are usually held on a Tuesday at 7pm.

3.10 Minutes of the meeting will be circulated and all applicants, whether successful or not, will be contacted within two weeks following the meeting. The decision of the Committee is final.

4.0 Application assessment

4.1 The consideration criteria will be based on the following criteria. Your application will be assessed out of five for each of the thirteen factors below.

Feasibility Assessment	Priority Assessment	Economic Assessment
<p>a. Does the subject of the grant application benefit residents of Kingswood? If so how many?</p> <p>b. Will it be spent within 12 months of receipt of the funding?</p> <p>c. Does the organisation have clear and robust governance in place – properly constituted, a appropriate policies, insurances in place?</p>	<p>d. Does the project fulfil an evidenced need?</p> <p>e. Does the project contribute towards improving the quality of life for residents in Kingswood?</p>	<p>f. Does the proposal provide good value for money?</p> <p>g. Does the applicant have a bank account, and can it provide recent annual accounts or an annual budget?</p> <p>h. Is the applicant organisation solvent?</p> <p>i. Does the applicant organisation have more than sufficient reserves from which it could fund the activity/project itself?</p>
<p>Other factors that will strengthen an application:</p> <p>j. Is there collaboration with other organisations? And is this evidenced?</p> <p>k. Has the organisation made efforts (with evidence) to seek funding from other sources?</p> <p>l. Is there evidence of strong governance within the organisation? Are there several competent individuals within the organisation, rather than a dependency on one or two people only?</p> <p>m. Will the project leave a legacy of benefits for the residents of Kingswood?</p>		

5.0 Monitoring

5.1 The grant must only be used for the purpose for which the application was made. Successful applicants will be subject to monitoring to ensure good use of public funding. This may include requests for annual reports detailing expenditure or other results.

5.2 All recipients are required to complete the feedback form stating the purpose of the grant, what has been delivered, the effect the project, activity or event has had on those taking part or receiving it and provide evidence of positive recognition given to the Town Council. Recipients will be contacted for this purpose. Where projects might span more than a 12-month

period an interim report will be required. Failure to do this may jeopardise future grant applications.

5.3 Recipients are required to give positive recognition to the Town Council through publicity and promotions and are encouraged to invite a councillor to attend events relating to the project, activity or event after the donation has been awarded.

6.0 Withholding, Suspending and Repayment of Grant

6.1 The Town Council's intention is that the grant will be paid to the recipient in full. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the grant (and/or require repayment of all or part of the grant) if:

- The recipient uses the grant for purposes other than those for which they have been awarded
- The Council considers that the recipient has not made satisfactory progress with the delivery of the project
- The recipient is unable to use the grant for the purpose it was awarded and within the stated timescale
- The recipient is, in the reasonable opinion of the Council, delivering the project in a negligent manner
- The recipient obtains duplicate funding from a third party for the same (or part of the) project, activity or event
- The recipient provides the Council with any materially misleading or inaccurate information.

7.0 Application Process: Who can apply?

7.1 The Community Grant Scheme exists to support organisations which require financial assistance and accepts applications from the following:

- Registered Charitable Organisations
- Community Interest Groups
- Social Enterprises
- Sports Clubs and Arts Groups
- Schools
- Faith Groups
- Advice Organisations
- Start-up grants for new organisation who will become one of the above

The organisation must be based in Kingswood or the surrounding area and must be able to demonstrate that it benefits a significant number of people living in Kingswood.

What can the grant be used for?

7.2 The list is not exhaustive but some examples of what you might be wanting to use the grant for are below:

- a. Capital costs such as:
 - Building improvements
 - Recreation facilities
 - Play equipment

- IT equipment
- Sports equipment
- Improving facilities for people with disabilities
- Energy efficiency measures

b. Revenue Costs such as:

- Staff costs other than those associated with the running of the organisation (ie music teach to deliver music provision, sports coach to deliver summer holiday activities):
- Training fees
- Professional fees
- Travel and transport costs (UK only)
- Event costs
- Activity costs
- General repairs
- New projects
- Publicity and Publications
- Feasibility Studies
- Venue Hire

7.3 In the case of projects that involve work on a building or outdoor space (capital), the group or organisation must:

- a. Own the freehold of the land or building, or have a lease which cannot be ended by the landlord for at least five years after the work has been completed.
- b. Have the relevant permissions/ licenses in place (e.g. planning consent).

7.4 There are some cases where it would not be suitable to provide a grant including:

- General appeals
- Individual appeals or sponsorship
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- Projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, race, gender, sexuality or on the grounds of economic or social status
- Retrospective applications for events or projects which have already happened
- Services which should be provided by statutory funding
- Purchases on behalf of other organisations
- Recoverable VAT
- Projects which are considered to be the responsibility of South Gloucestershire Council

7.5 In these instances, an officer will contact the applicant to explain the reason(s) why their application will not progress. Should an application be received by an organisation which or whose representatives have made public comment(s) about the Town Council within the last 12 months which may or potentially amount(s) to being defamatory in nature, generally, the Finance and Administration Committee will be informed and can decide to dismiss the application on these grounds.

7.6 Each application must support at least one of the following priorities:

- Provide and develop facilities and services that are accessible, inclusive and promote health and well-being.
- Play an active role in the future development of the cultural or economic welfare of the town through collaboration with partners, stakeholders, and our community.
- Help to create a future that is carbon neutral, environmentally sustainable and resilient to the impact of climate change.
- Maintain and create opportunities to enhance our green spaces and provide a clean and safe environment.

8.0 How do I apply?

8.1 Dates of the meetings are available on the Town Council's website. Application forms and any supporting documents must be submitted three weeks before the meeting date. Late applications will be deferred or returned depending on the nature of the application.

8.2 Applicants should use the Town Council's application form, which is available from our website or by post, and return it using the contact details along with a copy of the organisation's accounts for the previous financial year. If the organisation does not produce a full set of accounts, the applicant must provide the organisation's latest bank statement, and a comprehensive budget and business plan may also be required.

8.3 The Town Council may also request a copy of the following from the organisation:

- Committee structure
- Constitution or set of rules
- Equal opportunities statement
- Insurance policy
- Photographs, plans and project costs
- Bank account details and latest bank statement

8.4 Applications must not be submitted by members of staff or Councillors of Kingswood Town Council. Where a Councillor is involved, in either a voluntary or paid capacity with the organisation applying, Councillors must be clear in their declaration of interest and whether they are abstaining from the vote or leave the meeting room for that item if required.

9.0 How is the grant money paid?

9.1 Successful applicants will be invited to a town council meeting and appear in a photograph with the members of the town council.

9.2 If an organisation does not have a bank account, they can arrange for another community organisation to receive and hold the funds. Funds will be paid electronically into the nominated bank account. Funds can not be paid into a personal account.

9.3 Occasionally conditions may be applied, which the applicant will need to address as part of the approval before payment can be made. Where a grant is awarded for a project that is relying on match funding from other organisations, the funds will not be released until the organisation has reached the target set by the Committee.

9.4 If the organisation is relying on a grant from the Town Council it should not commence the activity until the award of a grant has been confirmed.