



St Neots
Town Council

GRANT AID POLICY AND GUIDANCE

Small Community Grants
up to £2,000

Large Community Grants
up to £10,000

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1. INTRODUCTION

- 1.1 St Neots Town Council is committed to encouraging, supporting and promoting community organisations and charities within St Neots for the benefit of the Town. Town Council grants will be made for the benefit of people and projects local to St Neots.
- 1.2 The Town Council makes an annual budget provision for Community Grants to help meet its aims. The level of grant funding awarded through the Grant Aid scheme in any given year is limited to the budget available.
- 1.3 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.4 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.5 Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and where the project or activity is centred in the area covered by St Neots Town Council.
- 1.6 The council budgets annually to provide community grants to organisations and groups serving St Neots.
- 1.7 Applicants are encouraged to look at alternative sources of funding in addition to Town Council grant schemes.

2. GRANT AID AIMS

- 2.1 The aims of the Council's Grant Aid schemes is to meet one or more of the following outcomes;
 - 1) To help the Town's voluntary groups to improve their effectiveness;
 - 2) To enable local people to participate in voluntary groups and activities;
 - 3) To support events and activities that enrich the lives of St Neots residents and encourage visitors to the town.
 - 4) To support organisations which meet the needs of people experiencing social and economic difficulties;
 - 5) To ensure that there is equality of access and opportunity for all Town residents to the services provided by voluntary and community groups **OR** in the town.

3. GRANT SCHEMES

The Town Council operates two separate grant schemes:

3.1 The **Small Grants Scheme** is for grants of a value up to £2,000.

2.1.1 Applications for this scheme are considered four times per year by the Grants Sub-Committee.

2.1.2 Applications can be made for capital and projects costs. The scheme will not fund core running costs.

2.1.3 Organisations are limited to one application per financial year.

2.1.4 Any funds awarded must be used within 12 months of the date of receipt.

3.2 The **Large Grants Scheme** is for grants of a value in excess of £2,000 and up to £10,000.

2.2.1 Applications for this scheme are considered twice a year by the Grants Sub-Committee.

2.2.2 Applications can be made for capital and projects costs. The scheme will not fund core running costs.

2.2.3 Any grant in excess of £5,000 must also be considered by the Full Council with a recommendation from the Grants Sub-Committee.

2.2.4 The Council will consider grant applications for up to 75% of the total project cost, with the applicant expected to have 25% match funding in place. *(Match funding includes self-funding by the applicant)*

2.2.5 Organisations are limited to one application every two financial years.

2.2.4 Any funds awarded must be used within 12 months of the date of receipt.

4. ELIGIBILITY

4.1 Grants are made only to organisations, clubs or groups meeting the needs of residents of St Neots. The grant schemes are only open to:

- Community Organisations,
- Voluntary Groups, *(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)*
- Sports Clubs
- Religious organisations *(although see restrictions in paragraphs 4.5 and 5.2)*

- Charities and Community Interest Companies serving the local area.
- 4.2 Bodies should have a bank account in their own name.
- 4.3 Applicants for the **Large Grant Scheme** must be constituted non-profit organisations with a bank account.
- 4.4 Projects must deliver a benefit exclusively or primarily for the residents of St Neots.
- 4.5 The Town Council does not fund:
- hospitality,
 - core staff salaries,
 - other core running costs,
 - projects that seek to promote or exclude any faith or other religious belief
 - any organisation that receives statutory funding from central government or other tiers of local government,
 - projects with party political links,
 - organisations or projects that don't align with the Council's [Equality and Diversity Policy](#)
- 4.6 All applicants must meet the detailed grant criteria listed in section 5 of this document. Applicants are asked to ensure they have reviewed and met all grant funding criteria.**

5. DETAILED GRANT CRITERIA

- 5.1 Grants are made only to organisations and clubs meeting the needs of residents of St Neots and who **meet the following criteria**;
- Grants are made only to non-profit making organisations.
 - Applicants for the Large Grant Scheme for grants above £2,000 should be able to demonstrate a minimum of 25% match funding secured from other sources. The Council may consider awarding grant funding subject to the applicant securing match funding by a prescribed date.
 - For equipment purchases, applicants must supply two quotes for items with a value of over £500 and three quotes for items over £1,000.
 - Organisations are only eligible to receive funding from the Small Grant Scheme once every 12 months.
 - Organisations are only eligible to receive funding from the Large Grant Scheme once every 24 months.

- Applicants to the Large Grant Scheme must provide two years annual accounts, a project balance sheet and a copy of the group's constitution to support their application.
- Applicants to the Small Grant Scheme should submit their annual accounts or management accounts for the previous financial year, except where the organisation has not been operating for a full year, whereby management accounts for the current year should be submitted.
- All applicants must provide a recent copy of a bank statement dated within 3 months of the grant submission date. Submitted bank statements must clearly show bank account name, account number, sort code and balance.
- Balances held by the organisation will be taken into consideration when deciding levels of grant aid.

5.2 Applications will **NOT BE CONSIDERED** from the following organisations;

- Organisations intending to support or oppose any particular faith or political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
- Private organisations operated as a business to make a profit or surplus.
- “upwards funders”, i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
- National organisations or local groups with access to funds from national “umbrella” or “parent” organisations.
- Any establishments that receive statutory funding from Central Government, Health Authority, District or County Council.

5.3 Applications will **NOT BE CONSIDERED** for projects/activities/events that;

- Use Council provided funding to award or raise funds to award grants or funding by their organisation to other bodies.
- Use Council provided funding to fund an activity or event for the purpose of fund raising towards another specific project or building general funds.

5.4 Organisations making an application **must meet the following criteria**;

- The organisation must have clearly stated aims and objectives and a defined governing body, set out in writing and endorsed by that governing body.

- Organisations applying to the Large Grant Scheme are required to provide a written Constitution or governance document that has been formally adopted by the members of that organisation.
- Organisations applying to both the small and large grant schemes are required to have a bank account in their own name.
- The organisation must submit its application via the online grant Application form which can be found at <https://www.stneots-tc.gov.uk/finance/grant-aid/>
- Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.

5.5 If any of these criteria are not met, then the application will not be considered by the Town Council.

6. APPLYING FOR A SMALL GRANT

- 6.1 Applications should be made on the application form via the Town Council website <https://www.stneots-tc.gov.uk/finance/grant-aid/> and include all information requested on the form.
- 6.2 An application will not go to committee until all required information has been provided.
- 6.3 The deadline for small grant applications to be submitted will be 4 weeks before the Grant Sub-Committee meeting at which they will be considered. The meeting and deadlines dates will be published as soon as practicable.
- 6.4 Applicants must supply a recent (within three months) bank statement and latest annual accounts. New/start-up organisations without published accounts should submit a financial statement containing their proposed budget.
- 6.5 Where expenditure on a single item would exceed £500 the applicant must demonstrate that best value has been sought by submitting two quotations.

7. APPLYING FOR A LARGE GRANT

- 7.1 Applications should be made on the application form via the Town Council website [Grant Aid Scheme | St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/finance/grant-aid/) and include all information requested on the form.
- 7.2 An application will not go to committee until all required information has been provided.

7.3 The deadline for large grant applications to be submitted will be 4 weeks before the Grant Sub-Committee meeting at which they will be considered. The meeting and deadlines dates will be published as soon as practicable.

7.4 Applicants must supply the following as part of a successful application;

- Recent (within three months) bank statement.
- Two years of annual accounts
- Constitution
- Balanced budget showing project costs and income
- Evidence of 25% or more in match funding

Failure to provide any of the above will result in refusal of the application.

7.5 Where expenditure on a single item would exceed £500 the applicant must demonstrate that best value has been sought by the submission of two quotations. For single items over £1,000, three quotes should be submitted.

8. Grants Over £5,000

8.1 Any grants to the **Large Grant Scheme** for funding over £5,000 require two-step consideration, by both the Grants Sub-Committee and Full Council.

8.2 Grants over £5,000 may require a meeting with the Town Clerk and Responsible Financial Officer (RFO), who will advise the applicants on further documentation to accompany the application if required. Any such meeting will be at the discretion of the RFO.

8.3 Applications will be presented to the Grants Sub-committee for scrutiny and to draw up any heads of terms for a grant contract.

8.4 Provided that the Grants Sub-committee is satisfied with the application, a recommendation (including how any grant will be financed) will be made to Full Council to approve.

8.5 Grants above £10,000 sit outside the scope of the Grant Aid Scheme and any requests for the Council to consider funding outside the scope of the Scheme should be directed to the Town Clerk.

9. CONDITIONS OF GRANTS

9.1 An application under both schemes shall indicate agreement to the following conditions.

9.2 Recipients shall complete an evaluation as required at the end of their project.

- 9.3 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 9.4 Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 9.5 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within five years of the grant award.
- 9.6 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 9.7 Applicants are to complete and return to the Council a Grant Feedback Form together with the supporting information, with respect to the use of the funds. If the above information is not provided, then the Council may decide to not consider further applications and if interim payments have been agreed, further payments may not be made.

10. RECEIPT OF GRANT

- 10.1 Payments shall be made to the organisation as soon as possible, but no later than within four weeks of the Council resolving to make an award.
- 10.2 Payments shall only be made to an organisation. The Council will not issue grants to an Individual. The Council will consider directly purchasing items for which a grant is awarded where alternative option is not available.

11. ORGANISATIONS WITHOUT A BANK ACCOUNT

- 11.1 The Council requires that any organisation to which it is granting funding has its own bank account.

The Council recognises that there may be occasions where this is not practical or feasible for an applicant that is delivering a project the meetings the Council's criteria.

In such instances the Council will consider purchasing items for which the grant was awarded. Any such decision will be the discretion of the Grants Sub-Committee.