

FARNHAM TOWN COUNCIL



GRANTS POLICY & GUIDELINES

JANUARY 2007

1. General Principles

Farnham Town Council is funded only by the local residents of Farnham and therefore has only limited funds available to assist community organisations located and working in Farnham for the benefit of Farnham residents.

Subject to funding being available, Farnham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Farnham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Farnham Town Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Town Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Farnham. In general, the following principles apply:

- ♦ Assistance will be given on the basis need, merit and contribution to the local community
- ♦ Applicants must clearly show how any assistance given will benefit the people living in Farnham or will benefit the environment of Farnham
- ♦ Any assistance given will be subject to monitoring and evaluation of the outcome of the grant
- ♦ Organisations should not make a presumption that funding will continue on a year to year basis

2. The Aims of the Councils Grant making Policy

To enable local people to participate in voluntary groups and activities.

To help the Town's voluntary groups to improve effectiveness.

To ensure the provision of services, needed by the Town's residents, via the voluntary sector.

To support organisations which meet the needs of people experiencing social and economic difficulties.

To ensure that there is equality of access and opportunity for all Farnham Town residents to the services it provides and funds.

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

3. General Conditions

- ♦ All projects must acknowledge Farnham Town Council's financial contribution
- ♦ There is no general funding for projects – Grants will only be awarded for specific costs and funding will only be paid on receipt of an official invoice.
- ♦ No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves
- ♦ Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant.
- ♦ The non for profit organisation must have clearly stated aims and objectives
- ♦ Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Farnham in general.
- ♦ no award will be made where spending has taken place prior to approval
- ♦ at least 50% matched funding will be required for any level of grant funding
- ♦ costs for general routine maintenance of buildings and equipment are not eligible
- ♦ grants will not be awarded for organisations to pass on money
- ♦ grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves

4. What are grants available for?

Farnham Town Council's **Small Grants** of up to a maximum of £200 are available all year round. Small Grants are available to assist local organisations and groups who

work with or for residents of Farnham.

Farnham Town Council's **Community Grants** up to a value of £2,000 are available once a year. Community Grants are available to any non for profit organisation that wishes to complete a one off project or project that will require funding for up to a maximum of three years where normally a tapering grant contribution will be considered.

Funding for years 2 and 3 will be based on a reducing grant with the aim of the project becoming self financing at year 4.

Revenue Grants are awarded for ongoing costs and are considered once a year. Any grants awarded, irrespective of size, are awarded in two equal payments, payable in April and October.

5. **Who can apply to the Farnham Town Council Community Grant Scheme?**

Groups who:

- ♦ are voluntary or community groups based in Farnham
- ♦ have a constitution or set of rules or equivalent
- ♦ have a bank or building society account
- ♦ have independently approved annual accounts
- ♦ directly benefit the well-being of the Farnham people or the environment of Farnham

6. **What type of Projects will be considered for the Community Grant Scheme?**

- ♦ Youth facilities, schemes and projects
- ♦ Cultural and arts schemes
- ♦ Heritage projects
- ♦ Leisure, sports and play facilities
- ♦ Community buildings
- ♦ Village halls
- ♦ Community transport
- ♦ Elderly and disabled
- ♦ Sustainable Community environmental projects

7. **Who cannot apply to the Farnham Town Council community Grant Scheme?**

- ♦ individuals
- ♦ organisations involved in party political activities
- ♦ companies who aim to make a profit

- ♦ statutory bodies
- ♦ religious groups
- ♦ bodies to pass on grant funding to others

8. How to apply to Farnham Town Council for a Community Grant

Application forms are available from Farnham Town Council.

Write to: The Grants Co-ordinator

Farnham Town Council

Town Council Office

South Street

Farnham, Surrey

GU9 7RN

Telephone: 01252 823191

Email: wendy.coulter@farnham.gov.uk

Website: www.farnham.gov.uk

If you need any help or assistance with your application please contact the Grants Co-ordinator via the above address, telephone number or email address.

9. More about the Farnham Town Council Community Grant Scheme

- ♦ no award will be made where spending has taken place prior to approval
- ♦ at least 50% matched funding will be required for any level of grant funding
- ♦ costs for general routine maintenance of buildings and equipment are not eligible
- ♦ grants will not be awarded for organisations to pass on money

10. What happens after I apply to Farnham Town Council for a Community Grant?

The Grants Co-ordinator will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information. **Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.**

Applications for grants of £200 and over will then be considered by Officers of Farnham Town Council. All application forms will then be circulated to all 18 Councillors of Farnham Town Council for evaluation.

Once the Councillors have returned the evaluations all application forms will be put

before a Member Evaluation or Grants Group for a decision on the grant allocation and then this decision will be given to Full Council for ratification.

Decisions on grants up to £200 will be delegated to the Town Clerk, and the Grants Group

Grants will be assessed using the following criteria:

- ♦ A completed application form
- ♦ if you have received a grant before
- ♦ how your group is set up and managed
- ♦ your finances and the financial need for funding
- ♦ what need/demand there is for your project
- ♦ support and involvement for the wider community
- ♦ efforts to secure other sources of funding
- ♦ if your project provides value for money for the residents of Farnham

11. What information will I have to provide?

- ♦ Your aim and objectives
- ♦ Your organisations constitution or set of rules and your annual report if applicable.
- ♦ The most recent copy of your approved accounts.
- ♦ Copies of any permissions required for third party use. (e.g. licences or land rent)
- ♦ A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- ♦ An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- ♦ Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- ♦ Thorough and accurate project costings.

12. What happens if I get a grant?

Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided to the Town Council to update us on how your project has achieved its aims. Any amount not used **MUST** be repaid in full. Recognition must be given to Farnham Town Council for any contribution given; this might include listing on any advertising. **Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.**

13. What is the time-scale for awards?

Applications may be submitted at any time. However, if the application is for over £200 then the grants are only awarded once a year. All applications must be submitted to the Town Council by 30th September, in order to qualify for funding in the following financial year. If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks. **Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of an official invoice.** Following receipt of the signed grant offer letter and acceptance of the terms and conditions, grants will be paid by cheque and sent to you.