



REDRUTH TOWN COUNCIL

GRANT POLICY AND APPLICATION FORM

APPLICATION FOR GRANTS UNDER
THE LOCALISM ACT 2011 (SECTIONS 1-6)
TOWARDS THE COST OF A LOCAL PROJECT

This Application form should be completed and returned to the following
address:

Redruth Town Council
Redruth Civic Centre
Alma Place
Redruth
TR15 2AT

Or email to: finance@redruth-tc.gov.uk

For further information please contact: Redruth Town Council: 01209 210038

REDRUTH TOWN COUNCIL GRANT POLICY & APPLICATION FORM

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1. INTRODUCTION

1.1 A grant is any payment made by the council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

1.2 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by Redruth Town Council (the Council) as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Redruth that are not, as a matter of course, funded by the Council.

1.3 The organisation applying for a grant must be based in Redruth and must be able to demonstrate that it benefits a number of people living in the community of Redruth and how.

1.4 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

1.5 There is an annual grant budget set each year and applicants must apply using the application form and by reading the associated conditions set out below. It is unlikely that the amount for any individual award would exceed £500.

1.6 It is important that all questions on the application form are answered fully and that any appropriate additional information, which supports an application, is provided. Applicants can seek advice from Council staff if they have a query.

1.7 Grants will be considered twice a year at the Spring and Autumn grant panels and will be paid to the successful applicants as soon as possible following the Finance Committee at which the grant is approved.

2. CONDITIONS OF GRANT FUNDING

2.1 Grant applications will only be considered if submitted on a Grant Application form with the required supporting documentation.

2.2 The grant scheme is unable to support costs which are for the core running costs of an organisation including salaries and / or hospitality.

2.3 Grants can be used for capital projects or revenue projects/events.

2.4 Applications WILL NOT be considered from:

- Organisations intending to support or oppose any political party or to discriminate on the grounds of any protected characteristics.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.

2.5 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

2.6 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.7 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within Redruth.

2.8 The organisation applying for grant funding will be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is well governed. Individuals should include references to support their application.

2.9 The Town Council will only accept applications from Community groups and organisations within the Parish of Redruth for grants that, in its opinion, are in the interests of, or will directly benefit all or a portion of, the Parish and its inhabitants.

2.10 The application must demonstrate a clear financial need for the grant and must demonstrate clearly how a grant will be of benefit to the community of Redruth.

2.11 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

2.12 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque/transactions who are not related or in a relationship.

2.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. A grant award made in previous years does not guarantee a repeat award to be made. Each application is considered independent of previous years' awards.

2.14 Each application will be assessed on its own merits and will be considered along with other applications at the Grants panel which is part of the Council's Finance Committee.

2.15 Due account will be taken of the extent the application can demonstrate other match funding including, for example, funding sought or secured from other sources and/or fund-raising activities.

3. GRANT AWARD PROCEDURE

3.1 The Town Council assigns responsibility for grant distribution to the Finance Committee who will be the Council's Grant panel in this respect. There will be two Grants panels per year in Spring and Autumn. Dates are published on the Council's website and social media or by contacting the office on 01209 210038.

3.2 Grant applications should be submitted to the Town Council before the deadline. Any late applications will be considered at the following Grants panel.

3.3 Once submitted to the Town Council, all applications will be assessed and if additional information is required, applicants will be contacted.

3.4 Applicants are able to attend the relevant Finance Committee meeting and may be invited to make a short presentation to the Panel and/or respond to any questions in respect of their grant application.

3.5 Retrospective grant spend will not be considered. Grant applications must relate to future spend.

4. SUCCESSFUL GRANT APPLICATIONS

4.1 i The Council will issue a letter and grant agreement to all successful applicants which will explain how the grant must be used and accounted for, including the process for evidencing expenditure.

ii The Council reserves the right to request the return of any grant or part grant if there is evidence that it has not been used for the purpose specified on the application form and if there is an underspend that cannot be spent by the applicant.

iii Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material including use of the Town Council logo on the organisations' website and social media.

vi. Successful applicants may be requested to attend the Annual Town Meeting in May and give a short report on the use of the grant received and how the community has benefitted.

REDRUTH TOWN COUNCIL GRANT APPLICATION FORM

Name of Organisation:

Organisation type (Please circle one option)	Community Group	Registered Charity	Voluntary Organisation	Statutory Agency
Company/Charity number:				

Give the name and status of two representatives authorised to make the application:

Name:	Name:
Address	Address
Tel No:	Tel No:
Email address:	Email address:
Position Held:	Position Held:

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

Max 200 words

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere) Max 300 words

Please give a detailed breakdown of the costs of your project/activity

Estimated start and end date for the project/activity:

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

Please advise which other Town and Parish Councils/sources of funding you have also approached to provide funding this project, and the amounts requested and secured:

Grant requested from Redruth Town Council:

How do you know there is a local need for your project/activity? Please give recent evidence. Max 300 words

Who and how many people in the Redruth Parish will benefit from your project/activity?

How long have you been fundraising for this particular project?

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

Please attach your last set of annual accounts to this application

Name of payee:

(This should be a group or association and not an individual)

Account No:

Sort Code:

Please attached a copy of the following;

- Constitution including date of incorporation
- Public Liability Certificate
- Safeguarding policy
- Equality & Diversity policy
- Health & Safety policy
- Risk Assessments (if you are applying for funding for events or activities involving the public)

Please tell us anything else you wish to say in support of your application:

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated

Signature:

Signature: