



NORTH HYKEHAM TOWN COUNCIL

GRANTS POLICY

1. INTRODUCTION

The Council agrees, during their annual budgeting process, whether to make provision in its budget for a sum to be used for grant purposes to support organisations based within or which directly benefit the Town of North Hykeham and its residents.

2. PURPOSE

The purpose of this policy is to set out the process for dealing with requests submitted to the Council for the award of a discretionary grant.

3. THE LAW

Section 137 of the Local Government Act 1972 enables Councils to incur expenditure, not otherwise authorised, which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it, or to all or some of its inhabitants’.

Section 36 of the Local Government and Housing Act 1989 subsequently updated the 1972 legislation and stipulates that any section 137 expenditure: ‘must also be commensurate with the benefits(s) obtained’.

4. USE OF A GRANT

North Hykeham Town Council will consider requests for grants from organisations which:

- Provide facilities for recreation, sport, leisure and social activities within North Hykeham or for its residents;
- Provide charitable help for the residents of North Hykeham;
- Promote the Town in a positive way;
- Improve the environment of North Hykeham and its surroundings.

5. GRANT ELIGIBILITY

a) Applications **will** be considered from:

- Non-profit making or charitable organisations, voluntary groups, societies and clubs operating in the North Hykeham area.

b) Applications will **not** be considered from:

- Individuals or for projects which benefit single individuals;
- A political party or from an organisation intending to support or oppose any particular political party;
- Organisations with significant unrestricted reserves.

5. GRANT ELIGIBILITY

c) Applications will not be considered for:

- Prize money;
- Commercial activities;
- Activities held outside of the Town's area unless proven to be of benefit to the Town and/or its residents;
- Projects that improve or benefit privately owned land or property;
- Projects that are a statutory responsibility of other government bodies;
- Projects that simply replace existing facilities with no significant improvement;
- Projects that have already been completed or will have been by the time the grant is issued.

6. CONDITIONS

The organisation must:

- Be either non-profit making or charitable;
- Have clearly written aims and objectives and membership rules;
- Have a bank account in its own name with two authorised representatives required to sign each cheque;
- Make no more than one application for a grant, in a financial year.

7. APPLICATION PROCEDURE

- Applications must be submitted using the Council's 'Grant Application form';
- Applicants must also submit evidence of:
 - Their latest accounts, preferably audited;
 - A copy of an adopted constitution with details of their aims and purpose and membership rules;
 - Include registered charity details, if applicable.
- New groups must submit a copy of their business plan in place of accounts, together with an outline of their projected event income and expenditure.
- Applicants should also include details about:
 - How the project/activity will benefit the community;
 - Any other funding application requests that have been submitted for the project where a decision has not yet been agreed;
 - Any other fund-raising proposals or other related grants already received.
- The Council encourages any organisation or group who has difficulty in submitting any of the information requested above to contact the Town Clerk to discuss the application arrangements.

8. ASSESSMENT PROCEDURE

- Applications are generally accepted during May each year although the Council will endeavour to manage the budget to enable applications to be considered at other times of the year;
- All grant applications will be considered, by the Community Committee and the Council's decision will be final;
- Applicants may be asked to attend a Council meeting, in person, to discuss their project.

9. ASSESSMENT PROCEDURE

- Each application will be assessed on its own merits and the Council may take into account the amount and frequency of any previous awards;
- The Council may also agree to make a grant that is subject to additional conditions and requirements.

10. SUCCESSFUL APPLICATIONS

- The grant will generally be paid by bank transfer;
- The recipient organisation must acknowledge receipt of the grant and confirm, in writing, acceptance of any additional conditions or requirements imposed;
- The grant must only be used for the purpose(s) for which it was awarded; should an organisation fail to do so the Council reserves the right to request repayment of the grant;
- Any unspent portion of the grant must be returned to the Town Council as soon as possible during the financial year that it was awarded.

11. AFTER RECEIPT OF GRANT

- The Town Council **must** be included in any publicity material related to the project;
- Organisations **must** submit, within 6 months of receipt of the award:
 - Proof of expenditure;
 - A brief report outlining the benefits to the community resulting from the grant.
- Any grant not spent within 6 months must be returned.

12. DATA SHARING

In signing the application form, your organisation gives permission for the Town Council to use information that you provide for:

- Establishing the organisations entitlement to a grant;
- Inclusion on the Council's computer records to administer and analyse applications and grants awarded;
- Inclusion on the Council's website and for use in Council minutes, press articles and other publicity opportunities or publications.

13. REVIEW

This policy will be reviewed annually or sooner by resolution of the Council or as changes arise.