



Grant Application Policy

Revision History

Date	Section/Paragraph Changed	Reason for Change
January 2018	New document.	Adopted by Resource Committee, 25 January 2018
July 2024	Complete review.	Reviewed by Resource Committee, 25 July 2024

Guidance Notes

Aim of Hayle Town Council Grants Policy

The aim of the of the Town Council's Grants Scheme is to promote an active community in Hayle. The town council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisations working for the benefit of Hayle parishioners, with the intention of improving the range of services and activities.

Grants and donations can be monetary funding, use of the Community Centre or any of the other council operated facilities for meetings/events and use of council equipment (if necessary, the applicant may be requested to supply evidence of insurance/training required to use and operate any equipment offered).

The town council assigns responsibility for the Grants and Donations Scheme to the Resource Committee. This committee meets quarterly to consider grant applications, working to a predetermined criteria. Completed grant application forms should be submitted to the town council at least 8 working days prior to the date of the meeting. (Meeting dates are available on the council's website – hayletowncouncil.net, or by contacting the office on 01736 755005).

Once submitted, all applications will be scrutinised by either the town clerk or RFO to ensure that all of the requisite information has been provided and to be informed to be able to assist members in reaching their decision.

Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable organisations
- Youth/Senior citizen groups
- Sports clubs and art groups
- Advice organisations
- Organisations assisting those with disabilities
- Constituted local organisations

The scheme provides start-up grants for new organisations as well as grants to existing organisations.

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

What can grants be used for?

Grants can be used for capital projects (eg. lasting assets). Grants will not be given for running costs under this scheme. Examples of what grants might support include:

- Equipment
- Development

- Projects
- Publicity
- Special Events

How much grant is available?

Only **one** application from any group or organisation will be considered by the town council in each financial year (1 April - 31 March). Should groups/organisations wish to apply for a grant for several activities over the course of the year these should be amalgamated into **one** application. The town council maintains a register of successful applicants to prevent multiple awards each year.

The total amount of grants made in any one year will be restricted to the amounts set out in the Town Council's annual budget, under the relevant legislation and if no other power can be found the council uses LGA 1972 s 137.

The Council gives variable grants. Although there is no maximum limit set on the amount that can be applied for, the annual grants budget is limited and the amount requested usually exceeds the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.

This fund is for projects that will benefit the residents of Hayle and therefore there are some instances where we are not able to provide grants, including:

- general appeals (eg. national or international disasters);
- national organisations that do not demonstrate a local need;
- individuals (eg. sponsorship for individual sportsmen and women);
- to 'branches' that could be funded by their main organisation;
- projects with party political links;
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, race, gender or sexuality or on the grounds of economic or social status;
- services which should be provided by statutory funding;
- projects considered to be the responsibility of the principal authority and
- for buildings that are uninsured.

How do I apply for a grant?

Applicants are required to supply:-

A completed form (available from the town council offices or it may be downloaded from the town council's website www.hayletowncouncil.net) and be accompanied by the requested documentation:-

- a copy of your organisation's constitution;
- audited accounts or 3 months bank statements and
- costings or quotations for the activity.

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque. The town council reserves the right to request any additional information to aid determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these guidance notes.

All sections of the form must be completed and returned with necessary documentation not later than 8 working days prior to the meeting of the Resource Committee. Applications received after that date will be carried forward to the next meeting.

Eligibility Criteria for Funding and Conditions Attached to Funding

The grants scheme is unable to support:-

- costs of routine maintenance and repair of equipment (unless in exceptional circumstance);
- salary or routine administration costs;
- individuals or
- hospitality.

Applicants should be aware:-

- if the project is relying on funding from the town council, it should not be started until the award has been confirmed in writing;
- if a project has already started, it cannot be funded through this scheme;
- grants will not be awarded retrospectively;
- grants may be for less than the amount requested;
- if the group is unable to use the grant for the stated purpose and within the stated timescale, monies must be returned to the town council;
- the grant must be used only for the purpose for which the application was made. To support the grant the town council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required;
- awards for funding which are not for projects within the current financial year will be considered on a case by case basis.
- The committee's decision will be final.

Who can I contact for more information or advice?

If you have any questions, require further information or would like help filling in the form please contact:

Hayle Town Council
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