



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

Community Grants Policy and Criteria

Introduction

This policy relates to the Community Grants budget as set by the Town Council yearly. There are other mechanisms for grant applications outside of this budget which this policy does not apply to.

Hadleigh Town Council's community grants programme funds voluntary, charitable, and social enterprise organisations to deliver services, projects, initiatives, and activities that provide a benefit to the inhabitants of Hadleigh.

All applications will be considered fairly and openly and on their individual merits.

The final decision on applications and the level of any grant made lies with the Town Council who may award either a grant or a donation.

More than one grant application may be made in any one financial year (1st April to 31st March) but the total must not exceed £3,000.

A Grant is awarded for a particular defined purpose (for example a grant towards a piece of equipment or towards a specific project). For grants the Town Council will consider applications requesting up to £3,000. Please note that most grants are expected to be in the range of £500-£1,500 and higher grants will generally only be given occasionally for projects that show a strong fit to the Town Council funding priorities and a high chance of a highly positive impact.

Grants will not be made retrospectively, where a project has already commenced, or expenditure already made.

It should be noted that the grants programme is subject to funds available and as such the Town Council cannot guarantee that all applicants will be successful.

Ongoing commitments to award grants in future years will not be made. A new application will be required for each occasion.

A Donation is awarded for general purposes (for example, a contribution towards running costs). For donations the Town Council will offer up to a maximum of £500.

Availability of Funds

The availability of funds to support voluntary activity is dependent on the Town Council's overall financial position, the choices it makes when allocating its resources and legal limits on fund allocations imposed on Councils. It is not just the role of the Town Council to award grants. Where possible it actively encourages organisations to seek grants from other funding organisations to finance projects.



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Funding Priorities

Applications must meet one or more of the Town Council's funding priorities

The Town Council's funding priorities are to:

- Support projects and initiatives which will directly benefit the residents of Hadleigh or improve an aspect of the town.
- Enable local people to participate in voluntary groups, organisations, and activities
- Help the towns voluntary groups and organisations improve effectiveness or offer additional services or activities.
- To support organisations which meet the need of the people experiencing social and economic difficulties.
- To ensure that there is equality of access for Hadleigh residents to the services it provides and funds.
- Projects and initiatives that contribute to Hadleigh Town Council's priorities or strategies for example Climate Change.

What the Town Council will not fund:

- Grants must not be used for the purpose of promoting religious or political ideologies.
- Grants must not be used for statutory funded work. However, statutory organisations will be eligible to apply for projects that are outside of their statutory remit (for example, a school could not apply for funding towards an initiative that takes place within core teaching time, but they could apply for a project that takes place outside of the school day, e.g., a specific project focused on disadvantaged pupils that takes place after school).
- No grant will be awarded to or for any commercial venture for private gain. However, social enterprises will be eligible to apply for non-profit making projects benefitting residents of Hadleigh.
- Individuals.
- Contributions towards work that takes place outside of Hadleigh.
- Public appeals for funds except where the appeal is made by the Mayor.
- The grant cannot fund the purchase of alcohol, loan or interest payments, endowments, or VAT that you can recover.
- No retrospective applications or costs already incurred will be considered
- Organisations which already have sufficient funds to cover the cost of the project funding is requested for, unless such funding can be demonstrated to be part of an earmarked reserve

Eligibility Criteria

All applicants applying for a grant must meet the following eligibility criteria:

- Organisations applying should be either situated within the area administered by Hadleigh Town Council OR if not, then the organisation should be able to show how there will be a clear benefit to residents of the town from what they are proposing to use the grant for.
 - Organisations applying should be socially inclusive (e.g., membership is consistent with Hadleigh Town Council's Equality & Diversity Statement).
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- Be prepared to complete a brief Grant Evaluation Form detailing how the money was spent and what the impact of your work was.
- If the project involves young people or vulnerable adults, organisations must be able to demonstrate appropriate training in this area and have in place a Safeguarding policy. Hadleigh Town Council reserve the right to request a copy of the policy as well as any training certificates.
- Is formally constituted, or has a set of rules governing its management
- Holds its own bank account
- Has its own annual accounts, including an income/expenditure statement and balance sheet
- Has a Privacy Policy that is GDPR compliant

Assessment Criteria

Grants will be assessed for eligibility, and then a decision will be made by Full Council using the following criteria:

- A complete application form and supporting information has been provided including a copy of a recent bank statement (for internal use only)
- That the project meets the eligibility criteria
- Whether you have received a grant before and returned the grant evaluation form (if due)
- How your group is set up and managed
- The financial need for funding
- What need/demand there is for your project
- Whether your project meets one of the Town Council's funding priorities
- Any efforts you have made to secure other sources of funding
- Any evidence provided shows the impact of your work.

Terms & Conditions

- a) The grant can only be used for the purposes it was requested for in the application form.
 - b) The beneficiary must abide by all relevant laws and regulations, Hadleigh Town Council may ask you for copies of policies or procedures
 - c) The beneficiary must notify Hadleigh Town Council should they not require the full grant and should return the unspent amount.
 - d) The beneficiary must notify and seek agreement from Hadleigh Town Council in writing in advance of any changes affecting the use of the funded items for the purposes the grant was given such as (but not limited to)
 - the sale or transfer of the funded items
 - change of ownership of the organisation
 - if the organisation ceases to operate
 - e) In the event of any change covered in (d) that affects the use of the funded item(s), we may, at our discretion, recover the entire grant paid to you (or any such proportion of it as we may deem appropriate).
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- f) If Hadleigh Town Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Hadleigh Town Council into disrepute, action will be taken, and the grant terminated.
- g) If any of the conditions of the offer are not adhered to, we may, at our discretion, suspend payment and recover the entire grant paid to you (or any such proportion of it as we may deem appropriate).
- h) Hadleigh Town Council may at its discretion request copies of invoices relating to the funded work

How to apply

Prospective applicants should complete the Town Council grant application form, which can be downloaded from the Town Council website www.hadleightowncouncil.gov.uk. Alternatively, you can visit the Town Council office to collect a paper copy. If you require further assistance with your application, please contact assistant@hadleightowncouncil.gov.uk.

Grant Applications received by the first of each month will be considered at that month's Full Council meeting, after this date the application will be considered in the following months meeting.

What happens once an application has been submitted?

The application will be checked by the Assistant Clerk against the assessment criteria and if eligible, the Full Council will then decide whether to approve the application for funding and determine the value of the funding to be given.

If the application has been approved for funding, applicants will receive a grant funding agreement and the terms and conditions of the grant. This will need to be signed and returned to the Town Council to accept the grant prior to beginning your project.

If an application has not been approved for funding, unsuccessful applicants will receive formal notification of this with a brief explanation of why the application was unsuccessful.

Once the project for which the grant was provided has finished a Grant Evaluation Form needs to be completed and sent to the Town Council. This will aid in any future grants you will require.
