CREDITON
TOWN COUNCIL

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Community Grants Policy

1. Introduction

1.1 Crediton Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations and charities within Crediton for the benefit of the town and its residents.

1.2 CTC's grant fund comes from taxpayer's funds (the precept) and a key principle of this policy is to ensure that any grant expenditure is clear and transparent.

1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.

1.4 Applicants are encouraged to look at alternative and additional sources of funding in addition to these schemes.

1.5 CTC seeks to provide grants which meets at least one of the following outcomes:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Crediton
- Emergency or charitable funding requests
- Supports CTC in achieving the overarching aims in its Strategic Plan.

2. Grant Schemes

2.1 CTC operates two separate grant schemes:

- The Small Community Grants Scheme is available to organisations applying for a grant of a value of up to £700.00, which are considered on an ongoing basis by the Town Clerk, up to a total of 10% of the approved grants budget. Any grants awarded will be reported, for noting, to the next Oversight Committee meeting.
- The Large Community Grants Scheme is available to organisations applying for a grant which are considered annually by the Grants Sub-Committee and Oversight Committee as part of the budget setting process for CTC, as set out in 5.6, and are payable no earlier than April of each year.

2.2 Applicants to the Large Community Grants Scheme are urged to apply early, but applications will be considered on an ad-hoc basis dependent on budgetary constraints.

2.3 Applicants may be offered less than the requested amount or no grant at all, if the total requests take CTC over its annual allocation.

3. Eligibility

3.1 The Grants Schemes are open to:

- Community groups and organisations
- Local charities
- Community Interest Companies.

3.2 The above bodies must have a bank account in their own name.

3.3 Projects must deliver a benefit to the residents of Crediton.

3.4 CTC will not fund:
- Religious organisations (unless for non-religious activities)
- Core school expenditure
- Projects with party-political links.

3.5 CTC recognises that from time to time, organisations may require more than one grant in a financial year. Organisations are urged to speak to the Town Clerk regarding this. CTC will consider further applications from an organisation, but grants will be awarded on a case-by-case basis, dependent on budgetary constraints.

4. Applications to the Small Community Grants Scheme

4.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.

4.2 In addition to the application form, the following documentation will be required:
- Confirmation of a bank account and a bank statement dated within 3 months' of the application
- A copy of the financial statements for the previous year
- A copy of the organisation's constitution or other governing document.

4.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.

4.4 In line with policy section 2.1, the Town Clerk will review, assess and score applications, using the requirements in policy section 1.5, on the following basis:

Criterion	Score	Definition
Achieves outcomes detailed in 1.5a of this policy	Up to 10	A high score (6 and above) indicates that the application meets at least one outcome fully and provides sustainable benefit to the community. A very high score (8 and above) indicates meeting more than one outcome fully.
Value for money	Up to 10	A high score (6 and above) indicates that the application is either collaborative with other organisations or supplemented by other funding sources. Grants awarded must represent cost-effective use of CTC funds.

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Strong governance	Up to 10	A high score (6 and above) indicates that the application shows good control structures within its organisation. Strong dependence on one or two individuals does not necessarily represent a sustainable model. If relevant, insurance documents must be in place and CTC may request to view them.
Reflects the strategic aims of CTC	Up to 6	A high score (4 and above) indicates a good fit with the strategic aims of CTC.

An application must score at least 6 points on governance and achieve an overall score of 18 to be awarded a grant.

4.5 Small grants are considered on an ongoing basis to the value of one third of the overall annual grants budget, but this allocation may be reviewed by the Oversight Committee throughout the financial year if required

4.6 If a small grant is awarded, the applicant will be expected to:

- Use the monitoring form to show how the grant was used
- Abide by all relevant law and regulations. CTC may ask for copies of policies and procedures
- Include the grant as specified restricted income/expenditure
- Use the CTC logo on any promotional material.

5. Applications to the Large Grants Scheme

5.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.

5.2 In addition to the application form, the following documentation will be required:

- Confirmation of a bank account with at least two signatories, and a bank statement dated within 3 months' of the application
- A copy of the financial statements for the two previous years
- A copy of the organisation's constitution or other governing document.

5.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.

5.4 Applications will be considered by the Grants Sub-Committee, and be approved by the Oversight Committee, using the same review, assess and scoring process as policy section 4.5.

5.5 Some applications may require further consideration, and applicants may be required to attend a meeting to respond to any questions CTC has.

5.6 The deadline for applications will be set by the Town Clerk, in line with budget setting for the next financial year. Full details will be provided on CTC's website.

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5.7 If a large grant is awarded, the applicant may be expected to:

- Receive the grant from the Mayor in person, and agree to a photograph and press release for the local newspaper, CTC website and social media outlets
- Use the feedback form to show how the grant was used
- Abide by all relevant law and regulations.
- Provide CTC with for copies of policies and procedures if requested
- Include the grant as specified restricted income/expenditure
- Use the CTC logo on any promotional material and/or add to the applicant's website.

6. Receipt of grant

6.1 Successful applicants will be required to sign an agreement in line with the contents of this policy, in advance of receipt of the grant.

6.2 Grants will be made within four weeks of receipt of the agreement.

6.3 Grants will only be made to the stipulated bank account. No grants will be made to an individual.

6.4 For each application, CTC will record and publish the organisation, amount requested, amount awarded and short reason for request for funding.

7. General

7.1 CTC acknowledges that some organisations may experience difficulty in completing the application or meeting grant policy requirements, and all possible assistance will be provided.

7.2 If a body receiving a grant from CTC ceases to function, a full reimbursement of grant funding in that financial year will be expected.

7.3 CTC will publicise the availability of Community Grants.

7.4 CTC will review the budget set for Community Grants on an annual basis.

7.5 CTC will review this policy on an annual basis.

7.6 Any decision made regarding grants awarded is final, and there is no right to appeal.

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