



# **Brixham Town Council**

## **Project and Grants Policy**

# **Brixham Town Council Grants Policy and Guidelines**

## **1. Grants Policy**

- 1.1. **Available funds** Subject to annual review, Brixham Town Council allocates funds for which community groups and local organisations may apply.
- 1.2. **General policy** The following general conditions apply:
- i. The Council will not normally make grants to individuals, but may pledge to do so in exceptional circumstances or to provide an opportunity that would otherwise not be available to them.
  - ii. Applicants must be based and operating in either of the two Torbay Council wards in Brixham.
  - iii. Applications may be considered from national organisations as long as they have a significant presence in the area of benefit and any grant made would be of direct benefit to people locally.
  - iv. An application form, available from the Town Council Office, must be completed. Electronic copies are preferred.
  - v. Three categories of grants will be considered, Small Grants of up to £500 and Large Grants of £501 to £5000 and Individual grants of up to £1,500.
  - vi. Individual pledges will need to be match funded by the individual, unless the majority of funds have already been raised. A separate application form is available on request.
  - vii. Applications for assistance with capital funding needs rather than revenue costs (wages and salaries etc) are preferred. Revenue funding, if agreed, may be time limited and should not therefore be budgeted by any organisation on an annual basis.
  - viii. Organisations can only apply once a year and will normally wait for a full twelve months before applying again to ensure every organisation has an opportunity to benefit. (See the policy on repeat and refused applications.(2.5 & 6)).
  - ix. Applicant groups need not be registered charities, but need to have a constitution that sets out what they do and that demonstrates their charitable purposes.
  - x. Applicant groups should have a management committee or similar.
  - xi. Applicant groups should have a bank account in the name of the organisation with at least two signatories to authorise cheques. If a group does not have a bank account, the Council may agree to pay a grant to another bona fide organisation to hold on its behalf.
  - xii. Applicant groups should demonstrate their ability to manage their finances prudently.
  - xiii. The Council will avoid duplication of funding. Where Brixham Town Council is already providing funding for particular types of activity, it will not normally consider funding community groups and local organisations which are primarily duplicating this activity.
  - xiv. Successful applicants must be prepared to participate in any publicity requested by the Council.

## **2. The Grants Programme**

Though there are no limits to the size of organisation which may apply to the Council, grants are normally targeted at small, local voluntary and community organisations where a small amount of money can make a significant difference. The Council would like to see applications that engage local people and encourage them to participate at all levels in the groups and organisations.

### **2.1 Small Grants Scheme**

- i. An upper limit of £500 is applicable per grant application.

- ii. Small Grants are envisaged as a source of funding for revenue purposes such as meeting the cost of room hire for an event, purchase of equipment etc.

## **2.2 Large Grants Scheme**

- i. Applications will be considered for grants of over £500 with an upper limit of £5000.
- ii. In the case of Large Grant applications the application must include a copy of the organisation's most recent audited accounts and constitution. No application will be considered without supporting financial information.
- iii. Applications will normally be determined by the Council's Finance and General Purposes Committee.
- iv. The Council aims to provide a decision on all grant applications within two calendar months of receipt.
- v. The Council will expect to see evidence of investigation into alternative funding sources and details of funding, or promises, secured from other national and local sources.

## **2.3 Events Project**

- i. The event has to be within the community. It can be for ongoing costs, but proof that there was a definite need will have to be attached to application, including details of appropriate insurances.

## **2.4 Community Projects**

- i. This is either for a Town Council initiative or an initiative that is beneficial to the Town, but must help the key infrastructure of our community

## **2.5 Criteria**

Grants are intended to:

- i. Enable people to take opportunities that would otherwise not be available to them.
- ii. Meet identified needs of disadvantaged people from communities of interest or place.
- iii. Involve local people in improving their community.
- iv. Reflect the concerns and priorities of people living and working in the area.
- v. Address emerging needs and explore ways of addressing those needs.

## **2.6 Exclusions**

The Council is unlikely to fund the following:

- i. General appeals
- ii. Statutory organisations or the direct replacement of statutory funding
- iii. Political groups or activities promoting political beliefs
- iv. Religious groups promoting religious beliefs
- v. Projects with no community or charitable element
- vi. Medical research, equipment or treatment with no community or charitable element
- vii. Animal welfare
- viii. Projects that take place before an application can be processed
- ix. Organisations with 12 months reserves (not otherwise designated)

In general, vehicles, conferences, and exhibitions will be given low priority. In exceptional cases vehicles may be considered if the vehicle is being used by the broader community, such as through Community Transport schemes.

## **2.7 Repeat applications**

- i. *When dealing with repeat applications priority may be given to other applications that are developing new projects, work or new responses to issues.*
- ii. Groups can normally apply once in a financial year (1<sup>st</sup> April to 31<sup>st</sup> March) and the Council will consider applications for the same purpose for up to a maximum of three years in succession. In considering these applications note will be taken of reports received on previous grants made. It would be clearly indicated to a group that an application for a fourth consecutive year would not be accepted. However, the group would be able to apply again after a full financial year had lapsed since their last application.

## **2.8 Refused applications**

- i. Should an application be refused on the grounds of not meeting the Town Council criteria the applicant may appeal and resubmit the application with more information.
- ii. Only one such appeal and resubmission on an application will be accepted.

## **2.9 Equal opportunities policy**

The Council is keen to uphold the principles of equal opportunities in all grant-making activities.

The Council strives to ensure that:

- i. Eligible groups are fully aware of our grants programme, by widening public knowledge of the organisation and by targeting publicity.
- ii. Guidelines and application forms are written in plain English and are jargon free.
- iii. Grant assessment is carried out in accordance with the published grant making guidelines, taking into account the amount of funding available.
- iv. The application and decision making process is transparent.
- v. Grant recipients are expected to uphold equal opportunity principles and are asked to do so.

## **2.10 Applications from faith based organisations**

The general principle underlying grants to faith organisations is that whatever is funded must be of benefit to the wider community and is not intended to influence people's religious choices.

Things that might be funded include:

- i. Lunch clubs set up and run by faith based organisations
- ii. Activities aimed at creating better understanding among people of differing faiths
- iii. Other social or community activities.

Things that would not be funded include:

- i. Promotion of a single religion
- ii. Activity intended to encourage people to adopt one religion or another
- iii. Educational activities that are mainly religion based

## **3. Terms of Reference for Finance and General Purposes Committee**

The Finance and General Purposes Committee (F&GP) is responsible for making decisions on applications.

- i. The F&GP Committee will make clear decisions on applications based on the application they have received, any assessment provided by a staff member, and the agreed criteria and priorities.

- ii. In the case of an unsuccessful application, the F&GP Committee will be clear about the basis of the decision.
- iii. The F&GP Committee will appraise any appeals and make a clear decision which will then be communicated to the applicant.

### **3.1 Protocols for F&GP Committee**

All members of the F&GP Committee will abide by certain protocols listed below. This is to ensure fairness in the way that all grants decisions are made.

- i. All members must declare any conflict of interest before any applications are considered.
- ii. Members who have a conflict of interest – such as being part of an organisation that is applying for funding – will be obliged to leave the room when that application is discussed.
- iii. Papers and applications are confidential and must not be shown to or discussed with other people who are not on the Council.
- iv. Decisions on applications will be made against the criteria and priorities set out in this document.
- v. Clear reasons for the rejection of an application must be given at the meeting and recorded. Applicants will be informed of this decision and the reasons behind it.

### **3.2 Assessing the application**

#### ***a) Basic eligibility check***

- i. Does the application broadly fit the Council's criteria?
- ii. Is this the right time to apply?
- iii. Has the applicant completed the application, included the relevant supporting documents and signed the form?
- iv. If a registered charity, do they have an up to date record on the Charity Commission website and is there any information that might alert concern?
- v. If not a registered charity, are they properly constituted and have clear purposes?
- vi. Have any child protection issues been addressed?
- vii. Have any health and safety issues been addressed?
- viii. Is the application in accordance with the Council's Equal Opportunities policy?

#### ***b) Assessment***

In this process the F&GP Committee is looking for the following within the application – this is not a check list and the F&GP Committee will make a judgement about the level of enquiry needed depending on the nature of the application.

- i. Is the organisation properly constituted, do they have a reasonable number of management committee members, do they have regular meetings and are these documented?
- ii. Do members of the management committee appear to be related or are they all living at the same address?
- iii. How is the organisation managed, how many staff or volunteer members do they have, how are they engaged?
- iv. Does the application identify a clear need to be addressed?
- v. Have they given reasonable evidence to support this?
- vi. Does the activity appear to be reasonable and achievable?
- vii. Has the funding bid been properly costed?
- viii. Does the application appear to be value for money?

- ix. How is the organisation funded and what is their income and expenditure for the year; what level are their reserves; are they reasonable; have they given sufficient reasons in the accounts for any designated fund?
- x. Does the organisation have major funding issues, and if so, in what way is the applicant addressing these?

The Committee will go through the application to see if the above questions are answered in the written application and may draw up a list of questions they would like to be answered by the organisation's representative. It is most likely that any follow up will be done either by phone or email.

Once the Committee is satisfied that they have received all the answers to their concerns they will decide whether to award a grant or not. If not the Committee must give clear reasons for this.

- i. In general the Council would expect/hope that organisations showed a reasonable amount in their reserves, e.g. 3–6 months running costs.
- ii. With very small organisations the Council would be looking for evidence of "good housekeeping" and that organisations were using their funds appropriately.

### **3.3 References**

- i. The Council does not normally ask for referees on its grant application form.
- ii. As part of the assessment process it may be useful to talk to someone outside the organisation who knows about its work. These are likely to include
  - Local authority community development workers
  - Social work or health professionals
  - Community development workers associated with a Community and Voluntary Service type organisation
  - Organisations working with groups of people with particular needs such as refugees
  - Other organisations working in a particular area of work that may know of the group, e.g. advice work, transport groups
- iii. The Council retains the right to talk to other organisations about a project without informing the grant applicant if there are concerns about their activities.

### **3.4 Policy documents required from applicants**

The normal check during assessment is that groups have:

- i. Rules (a constitution)
- ii. A management committee structure
- iii. A bank account in the name of the organisation with at least two signatories
- iv. Evidence of addressing current practices and procedures regarding health and safety, child protection and equal opportunities.

## **4. Monitoring Grants**

**4.1** All grants agreed by the Council will be monitored. Within 6 months a brief report will be required from groups to assess that the grant they received has been used appropriately and to glean what impact the grant has had. Failure to comply may result in non determination of future applications.

**4.2** Information from reports will be used in future grant application assessments. Information gathered from reports may be used for overall evaluation purposes to demonstrate the impact of the Council grant making programmes.

**4.3** The Council expects a public acknowledgement of any grants received. The recipient to work with the Town Clerk for the most appropriate method.

**5. Pre-application advice**

Organisations are encouraged to contact Brixham Town Council staff before making an application to discuss their project and their application. General guidance is given on the suitability of their project and advice is given on how to put together an application.

*NOTE – In the interest of safety, individual visits to people in their homes will not be carried out.*

## APPENDIX 1

### Small Grant Scheme (Up to £500) Application Form

#### 1. Name of Organisation and Name of Payee:

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#### 2. Details of Officers:

	CHAIRPERSON	SECRETARY	TREASURER
NAME			
ADDRESS			
Post Code			
TEL			
EMAIL			

#### 3. Organisation:

Please tick the categories that best describe your organisation:

- Group of Individuals
- Registered Charity. Registered Charity Number \_\_\_\_\_  
(Please provide an up to date record from the Charity Commission website)
- Society or Club
- Society or Club with Adopted Constitution
- Company Limited by Guarantee
- Local Branch of a National Organisation
- Limited Company
- Other. Please Specify \_\_\_\_\_

**4. Names of members authorised to sign cheques for the organisation (at least 2)**

**5. Briefly detail the Aims and Objectives of your organisation.**

**6. Please detail your membership and indicate numbers and annual subscriptions.**

**7. How long has your organisation been in existence?**

**8. Describe the details of your project. Please enclose quotations or estimates of cost.**

**9. Please detail other sources of funding received or being sought.**

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**10. Who are the project beneficiaries?**

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**11. What is the specific amount of funding you require from Brixham Town Council?**

£
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**12. Declarations by the Applicant**

<p><b>PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT SUPPORTING INFORMATION</b></p> <p><i>I declare that to the best of my knowledge the information given on this application form and any supporting material is correct.</i></p>	
<b>Signature of the Applicant</b>	
<b>Date</b>	
<b>Name and Title</b>	
<b>Position held in the Organisation</b>	

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### Checklist

To ensure that the Council can consider your application please tick the following boxes to show what you have completed or enclosed the correct information. Your application will not be processed if you fail to enclose the items.

- Last audited financial statement (income and expenditure for a period of one year signed and certified by independent third party). New organisations should give an estimate of their first year's income and expenditure or –
- Interim financial statement up to time of application, if other than end of financial year signed by the Treasurer
- a copy of your Constitution
- Evidence that any health and safety, child protection and/ or equal opportunities have been addressed
- Names and addresses of 3 officers (box 2)
- Names of all members authorised to sign cheques for the organisation (box 4)
- Written confirmation of other partial/match funding obtained (box 9)
- Charities only – an up to date record from the Charity Commission website

***Please return completed application to:***

***Brixham Town Council, Town Hall,  
New Road, Brixham, TQ5 8TA  
info@brixhamtowncouncil.gov.uk***

## APPENDIX 2

### Large Grant Scheme (£501 up to £5,000) Application Form

#### 1. Name of Organisation and Name of Payee:

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#### 2. Details of Officers:

	CHAIRPERSON	SECRETARY	TREASURER
NAME			
ADDRESS			
Post Code			
TEL			
E MAIL			

#### 3. Organisation:

Please tick the categories that best describe your organisation:

- Group of Individuals
- Registered Charity. Registered Charity Number \_\_\_\_\_  
(Please provide an up to date record from the Charity Commission website)
- Society or Club
- Society or Club with Adopted Constitution
- Company Limited by Guarantee
- Local Branch of a National Organisation
- Limited Company
- Other. Please Specify \_\_\_\_\_

**4. Names of members authorised to sign cheques for the organisation (at least 2).**

**5. Briefly detail the Aims and Objectives of your organisation.**

**6. Please detail your membership and indicate numbers and annual subscriptions.**

**7. How long has your organisation been in existence?**

**8. Describe the details of your project. Please enclose quotations or estimates of cost.**

**9. Please detail other sources of funding received or being sought.**

**10. Who are the project beneficiaries?**

**11. Please give details of any groups or organisation linked to your project and any consultations that have taken place.**

**12. What is the specific amount of funding you require from Brixham Town Council?**

**£**

### 13. Declarations by the Applicant

<p><b>PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT SUPPORTING INFORMATION</b></p> <p><i>I declare that to the best of my knowledge the information given on this application form and any supporting material is correct.</i></p>	
<b>Signature of the Applicant</b>	
<b>Date</b>	
<b>Name and Title</b>	
<b>Position held in the Organisation</b>	

#### Checklist

To ensure that the Council can consider your application please tick the following boxes to show what you have completed or enclosed the correction information. Your application will not be processed if you fail to enclose the items.

- Last audited financial statement (income and expenditure for a period of one year signed and certified by independent third party). New organisations should give an estimate of their first year's income and expenditure or –
- Interim financial statement up to time of application, if other than end of financial year signed by the Treasurer
- a copy of your Constitution
- A copy of your group's last 3 months bank statements (Lge grants only)
- Evidence that any health and safety, child protection and/ or equal opportunities have been addressed
- Names and addresses of 3 officers (box 2)

- Names of all members authorised to sign cheques for the organisation (box 4)
- Written confirmation of other partial/match funding obtained (box 9)
- Charities only – an up to date record from the Charity Commission website

***Please return completed application to:***

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# Brixham Town Council

First Floor, Brixham Town Hall,  
New Road, Brixham, TQ5 8TA

01803 859678

[info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)

**Town Clerk: Mrs Tracy Hallett**

## CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

**Name**

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**Address**

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**Signature**

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**Date**

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Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the council office.

You can withdraw or change your consent at any time by contacting the council office.

- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
  
- We may contact you about groups and activities you may be interested in participating in.

- I hereby consent for Brixham Town Council to use images caught in photographs taken by Brixham Town Council for use in promoting their services for marketing and publicity related purposes and used in Brixham Town Council publications such as social media, website and the newsletter.

I understand that my images will be held in accordance with the General Data Protection Regulations and that I can ask the Town Council to stop using the images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

I also understand that all Council meetings are open to the public and that I may be filmed, photographed or recorded by any individual attending the meeting.

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by post