



# **Brixham Town Council**

# **CORONAVIRUS SOCIAL EMERGENCY FUND POLICY**

**Adopted:** April 2020  
**Reviewed:** July 2020, October 2020, January 2021

## **Aim**

Brixham Town Council has incorporated the 2020 grants budget with the Town Emergency Fund held in ear marked reserves to support community groups and organisations working to mitigate the effects of the Coronavirus emergency on the most vulnerable in our community. It is not to cover things already provided by other organisations, but to fill gaps in provision.

Other sources of support can be found at:

Department for Health and Social Care:

<https://www.gov.uk/government/organisations/department-of-health-and-social-care>

Public Health England

<https://www.gov.uk/government/organisations/public-health-england>

NHS 111 telephone line

NHS 111 Coronavirus online

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Torbay Council Coronavirus Information

<https://www.torbay.gov.uk/health-and-wellbeing/public-health/coronavirus/>

## **Eligibility Criteria**

1. Applicants need to demonstrate that the grant will be of benefit to the community, such as delivering initiatives:
  - within the Town; and
  - whose purpose is to relieve increased hardship and distress amongst the vulnerable in society caused by the Coronavirus health emergency
2. Applications will be made on the approved coronavirus health emergency grant application form and should generally be from a properly formed Group, Club, Committee, Organisation or Charity. Preference will be given to organisations that are properly constituted, for example evidence of a bank account, a Constitution, Audited Accounts or a charity number would be appropriate evidence. However, applications from new groups can be considered in special circumstances.
3. Grants to religious organisations can only be made where the funded purpose is open to those of all denominations and cannot be for any works to buildings as this is precluded by Law.
4. We particularly welcome applications from several groups working together. If we receive similar applications from different groups we may ask you to coordinate your efforts.
5. Grants will not normally be awarded retrospectively.
6. When supporting the delivery of frontline services to those facing isolation and need, grants can be paid against the normal operating costs of an organization. For example, wages, rents, stock etc.

7. The Council retains the right to determine any amount granted or to refuse to make a grant. This scheme of emergency assistance does not provide for grants direct to individuals and replaces the 2020-21 ordinary Council Grant Scheme.
8. Successful applicant bodies will be required to submit a Grant Return, providing evidence of proof of spend incurred. If an underspend of allocated funds occurs, then Brixham Town Council may require repayment of the underspent amount of the grant awarded.
9. Normally awards of grant will be in the range of £50 - £1,000. For applications which the Council considers are exceptional, the Council can reserve the right to approve a grant of up to £5,000. For details of decision making, please see the Town Council's Emergency Scheme of Delegation.
10. When supporting the delivery of frontline services to those facing isolation and need, grants can be paid against the normal operating costs of an organisation. For example, wages, rents, stock etc.
11. Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
12. Applications to be sent by e-mail to the Town Clerk  
[info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)
13. Correctly completed applications will be considered by the Town Council as soon as possible.
14. Please contact Tracy Hallett, the Town Clerk, to discuss any questions you have. The application needs to comply with the above guidelines to be considered by the Council.
15. This policy will be reviewed after three months.

# GRANT APPLICATION FORM

Please answer all questions – failure to do so may result in a delay in the determination of your application.

Please note that this application will not be considered unless it is accompanied by evidence of:

- a bank account; or
- a Constitution; or
- Audited accounts; or
- a charity number

Applications from new groups can be considered in special circumstances.

## Organisation

<b>Name and Address of Organisation</b>		
<b>Name and Address of person making the application on behalf of the organisation</b>		
<b>Position held in Organisation</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>What type of organisation are you?</b>	Please tick relevant box(es) Registered Charity in England <input type="checkbox"/> Exempt or excepted charity registered with the Inland Revenue <input type="checkbox"/> Community Group / Club / Society <input type="checkbox"/> Other (please specify) ..... <input type="checkbox"/>	
<b>When did your organisation start?</b>	Month: ..... Year: .....	
<b>Do you have a website that you would like to be linked to through Brixham Town Council?</b>		
<b>Bank Details</b>	Bank name:  Sort Code:	

<b>If you are successful, our preferred payment method is via BACS.</b>	Account Number:
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<b>What are the usual aims of your organisation</b>	
<b>If you are a subsidiary of a larger organisation, please state which one</b>	

**Financial Information**

<b>What is the total cost of the project / activity?</b>	£
<b>Amount of grant requested from Brixham Town Council:</b>	£
<b>How much have you raised already?</b>	
<b>Have you applied for a grant for the same project / activity to another organisation? If so, which organisation(s), for how much and when will you know?</b>	

**About the Project / Activity**

<p><b>Describe the projects/activities you plan to use this grant for to support vulnerable people in the Town affected by the Coronavirus Health Emergency</b> Please state the vulnerable group or groups that your project is intended to support, how they have been adversely affected by the Coronavirus health emergency and how your project is intended to assist them. Try to be specific about what you will do and how you will do it and any links you have to statutory bodies</p>

**What criteria will you use to measure the success of the project and how many vulnerable people from the Town do you expect to benefit for the project/activity?**

**What insurance does (or will) your organisation have?**

**Are you partnering with other Brixham groups and, if not, could you consider doing so?**

**Does your organisation require any additional support from the Town Council? If so, please detail what support is required.**

## Declaration

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's Social Emergency policy and please tick the box on the right to confirm that you understand and agree with them.</b></p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p><b>In the interest of accountability and transparency, Brixham Town Council's Finance &amp; General Purposes Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Brixham Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p><b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b></p>	<p><input type="checkbox"/> Yes (please click/tick box to agree)</p>
<p><b>Please provided copies of one of the following necessary documents to support the application (please tick as appropriate):</b></p> <p><b>Applications will not be considered without a supporting document</b></p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution</p> <p><input type="checkbox"/> Any additional information in support of your application</p> <p>NB. Scanned copies are acceptable if you send your application by email.</p>

**Signatures**

<p><b>Signature 1</b> <b>(person submitting form)</b></p> <p><b>Signature 2</b> <b>(Chair or senior representative of the organisation)</b></p>	<p>.....</p> <p>.....</p> <p><b>Typed entries are acceptable for email applications</b></p>
<p><b>Date:</b></p>	

**Please return your completed application form to [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)**