



# Brixham Town Council

## Project and Grants Policy

<b>Date of Adoption</b>	
<b>Reviewed</b>	November 2017, May 2019, November 2019, February 2021, September 2022, July 2023
<b>Next Review Date</b>	July 2024
<b>Written by</b>	Tracy Hallett, Town Clerk

Brixham Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Brixham as a place to live and work.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards its vision and aims for Brixham.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

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 want to see applications that engage local people and encourage them to participate at all levels in the groups and organisations

The Town Council has delegated authority to the Finance and General Purposes Committee to make decisions on grant applications in accordance with this Grants Policy.

### **Vision and Aims**

It is the intention of Brixham Town Council to:

1. Enable people to take opportunities that would otherwise not be available to them.
2. Meet identified needs of disadvantaged people from communities of interest or place.
3. Involve local people in improving their community.
4. Reflect the concerns and priorities of people living and working in the area.
5. Address emerging needs and explore ways of addressing those needs.
6. Address the needs of the Councils Community Strategy Plan

### **Criteria**

7. Organisations applying for a grant must be not-for-profit or have charitable status.
8. The Town Council would expect any applicant to demonstrate how financial sustainability can be achieved to lessen the need for future applications.
9. An indication of match-funding towards the cost of the project is encouraged. Organisations should not be reliant on the Town Council funding the whole project.
10. The Town Council must be credited in any publicity arising from the award of a grant.
11. Grants will only be made to community and voluntary organisations for the benefit of the area covered by Brixham Town Council and that will contribute positively to the Brixham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
12. Two categories of grants will be considered:
  - a. Small Grants of £500 and under.
  - b. Large Grants of £501 to £3,000
13. The Town Council will only provide one award per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely

on a grant in future years. The Town Council will not consider multiple applications for support for the same project, either in the same or in subsequent years.

14. Applicant groups need not be registered charities but need to have a written governance document (for example constitution, memorandum and articles of association) that sets out what they do and that demonstrates their charitable purposes.
15. Applicant groups should have at least three members on their management committee.
16. 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.
17. Applicant groups should demonstrate their ability to manage their finances prudently.
18. It is a requirement that funds will be spent within six months of issue and an End of Grant Report completed. This form will be provided to you prior to the six month deadline. The report will evidence the use of the full grant amount for the agreed purpose and must be provided to the Town Council within six months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos and reports. In exceptional circumstances the deadline for spending the grant may be extended to 12 months, but must be explained on the End of Grant Report
19. 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.

## **Process**

20. The Finance and General Purposes Committee will consider each grant application on its merits.
21. Applicants may seek support from the Council to discuss the application prior to the formal grants process being entered into.
22. The grants budget is set annually as part of the general budget setting process.
23. Subject to funds being available, applications can be submitted throughout the year but will only be considered by the Finance and General Purposes Committee at its January, April, July and October meetings.
24. Applicants will be notified of the Finance and General Purposes Committee meeting date and encouraged to speak in support of their application and answer questions.
25. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
26. Applicants must complete the application form (available to download from the website) and return it to the Town Clerk.
27. Applicants must provide all required documentation to support their application. Without this information, the application will not be considered.
28. All applicants will be advised within two weeks of the Finance and General Purposes Committee's decision.
29. The Finance and General Purposes Committee's decision is final.

30. Successful applicants must be prepared to participate in any publicity requested by the Council.
31. If awarded a grant, Brixham Town Council will require an agreement form to be signed prior to the funds being released. This will include recognition of the grant by way of a plaque, sign or sticker (to be provided by the Council). The Council would welcome an invitation for the Chairperson to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.
32. Please note, the application form will become a public document when considered by the Council. Personal and bank details will be redacted.

## **Exclusions**

The Council will not fund the following:

33. Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
34. Private organisations operated as a business to make a profit or surplus.
35. "Upward funders", i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
36. Organisations who wish to pass on money to other individuals or groups.
- 37.
38. Organisations whose primary functions are statutory services.
39. Political organisations or projects.
40. Activities that are completely funded from another funding source.
41. Retrospective projects or activities.
42. Loans or interest payments.
43. Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
44. Salary or routine administration costs
45. Routine revenue expenditure
46. Commercial projects or activities which generate a profit.

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.

## **Publicity Check List**

We will publicise your project and we want you to publicise how the grant from the Council has benefited you. Therefore, we ask that you tag us in any social media posts, use our logo on any posters, banners, printed publicity etc and email us any photos that you have that could be used on our website and press release.

We will arrange a photo opportunity of our Chairperson presenting a cheque to grant recipients and may call you to arrange a convenient date and time to meet. Our Chairperson will bring along a giant cheque for publicity purposes only. The grant itself will be paid by BACs!

We will provide you with a sign for erecting on or near projects that have been funded with help from the Town Council. Please contact our offices to arrange collection of your sign.

Brixham Town Council has the following social media:

- Facebook: @brixham town council
- Instagram: @brixhamtowncouncil
- Twitter: @brixhamtc
- Linked-in: @brixham town council

If you would like to invite the Council Chairperson to your event or visit your project, please contact the Council office.

# GRANT APPLICATION FORM

Please familiarise yourself with the criteria listed in Brixham Town Council's Grants Policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the documentation shown on page 11.

## 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>  <b>If you are successful, our preferred payment method is via BACS.</b>	Bank name:  Sort Code:  Account Number:	

<b>What are your aims of your organisation</b>	
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<b>What is the name of the project you are applying for?</b>	
<b>When will the project be started / finished?</b>	

**Financial Information**

<b>What is the total cost of the project?</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 to another organisation? If so, which organisation(s), for how much and when will you know?</b>	

## About the Project

<b>Please tell us about your project</b> (Max 100 words)
<b>What are the project's aims?</b> (Max 300 words)
<b>How is financial sustainability being achieved in the long term?</b> (Max 300 words)



<b>How will the community benefit from the project?</b> (Max 300 words)
<b>How many people will this project benefit?</b>
<b>How many are involved in decision-making and ownership of this project?</b>
<b>Will your project encourage more Brixham residents to get involved? If so, how?</b>
<b>Are you partnering with other Brixham groups and, if not, could you consider doing so?</b>
<b>We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?</b>

**Additional information required for Large Grant Applications only**

*Briefly describe the purpose of your organisation*  
**Please also attach a list of committee members and their positions**  
*Describe the usual activities / services you provide. If you are a new organisation, describe the services/activities you plan to provide.*

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**How often does your management committee meet?**

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**How many staff work for your organisation**

**Paid:**

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**Volunteers:**

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**Please tell us about any recognised quality standards your organisation holds or is working towards**

*Quality Standards informs us and helps you to say what you do, record what you do and provide evidence for improvements*

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<b>What will the key milestones be?</b> Please complete the activity table below	
<b>Key Activity</b>	<b>Date</b>

<b>Please explain where the revenue funding will be used by your organisation.</b>			
<b>Title</b>	<b>Description</b>	<b>Total amount</b>	<b>Amount requested</b>
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

## Declaration

<p><b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants 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</p> <p><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</p> <p>(please click/tick box to agree)</p>
<p><b>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick to confirm they are attached to application):</b></p> <p><b>Applications will not be taken to committee without all these supporting documents</b></p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Governing Document NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

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

**Please return your completed application form to:  
 Brixham Town Council, First Floor, Town Hall, New Road, Brixham TQ5 8TA  
 01803 859678 or [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)**

## END OF GRANT REPORT

*Please complete electronically and send to [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Brixham Town Council, First Floor, Town Hall, New Road, Brixham TQ5 8TA*

*Thank you.*

### **Why we are asking you to complete this**

A few months ago, your organisation or group received grant funding from Brixham Town Council.

As part of that process, and as explained in our Grants Policy, all organisations receiving a grant are required to complete this End of Grant Report to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this report is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your report **within six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Community Organisations/Grants Policy page of our website [www.brixhamtowncouncil.gov.uk](http://www.brixhamtowncouncil.gov.uk)

1.	<b>Please explain who benefitted from your project/event/initiative.</b>
2.	<b>Did you achieve the aims you set out in your application? If so, please explain how. (If not, please explain why this was not possible. (The Town Council will contact you should it require further information).</b>
3.	<b>How did your project benefit the town and residents of Brixham in real terms? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)</b>
4.	<b>Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here</b>
5.	<b>Please provide evidence of proof of expenditure. Please note that any unspent monies granted must be returned to Brixham Town Council.</b>
6.	<b>How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.</b>

7.	<b>Please use this space to provide feedback about your experience of applying for a grant from Brixham Town Council</b> (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

*Thank you for completing the questionnaire*

**Brixham Town Council  
Finance & General Purposes Committee**



## Grant Award Agreement & Terms and Conditions

This agreement, together with the award offer letter sets out the terms and conditions for the grant awarded by Brixham Town Council (the Grantee) and (insert Name) ..... (the Recipient).

Brixham Town Council will pay the Recipient the sum of £ ..... for the purpose of ..... (quoted from application)

### Subject to the following conditions:

#### Use of Awards

Your grant is solely intended specifically for the event you have applied for, and must be only used towards financing the total project costs.

Any proposed changes should be discussed with the Town Council in advance

If the proposed project does not materialise within six months of the award, then all monies granted MUST be returned to Brixham Town Council.

Any unspent monies granted MUST be returned to Brixham Town Council.

#### Publicity

The Recipient agrees to publicly recognise the Town Council's financial contribution to support the event and will use the Town Council's logo in its advertising campaign and post event reporting.

The Recipient will make every reasonable effort to ensure that those taking part in the event are aware of the Town Council's financial contribution.

#### Prior to the payment of the award

The recipient will provide to the Town Council a signed copy of these terms and conditions.

#### Within six months of receipt of the award

The Recipient will provide the Town Council with

- A completed End of Grant Report
- Evidence of proof of expenditure

Name	
Signed	
Organisation	
Dated	

**Brixham Town Council  
Finance & General Purposes Committee**