

Community Grant Awarding Policy

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Originator: Jayne Simpson	Agreed: RTC Meeting 16 th May 2023

BACKGROUND

Ripley Town Council has adopted this Community Grant Awarding Policy to provide clear and transparent information on the Ripley Town Council grant awards scheme works and the criteria involved.

Ripley Town Council aims to make Ripley a better place. We will try and help all those who need it, by building and strengthening relationships with individuals, groups and communities. We aim to create a more secure and inclusive Ripley by helping individuals, families and communities to thrive. We will work towards a more fairly shared society seeking to strengthen opportunities for all in education, health, housing, employment, transport, leisure and culture.

1. General

The Council has a budget set each year from which grants are awarded to voluntary organisations, community groups and registered charities that provide a service which benefits the town and / or its residents. Organisations must be based within the Ripley Township (Ripley, Marehay, Waingroves, Upper Hartshay, Street Lane, Heage, Nether Heage, Lower Hartshay, Ambergate, Bullbridge, Sawmills). If the organisation is not Ripley Township based, then a grant will only be considered if their work is to the benefit of the Town and / or its residents.

2. Criteria

The following criteria are used in assessing grant applications:

2.1 The Council would prefer to provide financial assistance towards specific projects or purchases of equipment. The Council may on occasions support ongoing revenue costs if the organisation can demonstrate that funding from the Council will have a positive impact on the Town and / or its residents.

2.2 The Council does not consider retrospective applications.

2.3 Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time although the history of previous applications will be considered in the decision-making process. In practice the Council usually limits grants to one per organisation per Council year (which runs from May) but may be varied if, for instance, there is a second application which relates to a different project.

2.4 The giving of a grant one year does not set a precedent for another year.

2.5 The Council, by law, is unable to consider applications from individuals, schools (except school PTA's), religious establishments (unless the grant application is for a new or repairs to a clock which can be seen by the community), charities operating overseas or funds established to help persons outside of the United Kingdom.

2.6 The Council will not consider applications from businesses.

2.7 The Council will not give financial grants to establishments with paid employees.

3. Application process

3.1 To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:

- A fully completed application form
- A recent Bank Statement (from within the last three months)
- The organisation's financial statements for the last financial year and, if these have not yet been audited or independently examined, the financial statements for the previous financial year. In the case of a new venture/initiative the Council requires copies of the organisation's constitution, copies of bank statements and a fully costed project plan with a budget for the year ahead.
- Applicants are encouraged to give the fullest details in support of the application for grant funding.

The Council reserve the right to refuse any late applications or if they feel the application does not fulfil any of the criteria.

Enquiries should be directed to the Town Clerk, contact details below.

3.2 Determination of applications

Grants are recommended by the Council's Grants Committee which meets annually in May the recommendations are then submitted to the Full Council for determination. The deadline for the receipt of applications is three weeks before Committee meeting. Dates of such meetings are published and available from the Town Council offices, telephone 01773 513456, email townclerk@ripleytowncouncil.gov.uk and also the Council's website at www.ripleytowncouncil.gov.uk.

Grant applications may also be determined by the Finance and Management Committee in certain circumstances prior to the Grants Committee meeting in May.

3.3 The decision

Applicants will be advised whether their application has been successful after first the Full Council meeting following the Grants Committee meeting during which the application was considered.

3.4 Amounts to be awarded

Grant amounts of £50 plus are (recommended by the Grants Committee) which are then awarded to applicants.

3.5 Payment of Grants awarded

Grants will be paid by bank transfer or cheque only.

3.6 After the award of a grant

Organisations receiving a Grant are required to provide the Council with a written report within twelve months of the award date. The report should detail how the funds were spent and how residents of Ripley are benefitting. The report may also be included in any Council publicity, including the website or however the Council wishes to use it.

3.7 Organisations receiving a Grant may be invited to give a presentation to the Committee or Council.

3.8 Groups awarded a grant will be required to use the Ripley Town Council crest on their letterheads, website, social media page and display their grant certificate which will be sent to them. Groups awarded a large sum of money (£500 plus) will be required to display a banner at their venue with the wording, 'Supported by Ripley Town Council' on it.

3.9 The Council may require repayment of any grant if it is not used for the project as described in the application form. Should there be changes to the project as described within the application, including the timescale of the project, then the Council should be advised in writing at the earliest opportunity.

Ripley Town Council
6, Grosvenor Road, Ripley, Derbyshire, DE5 3JF
01773 513456
townclerk@ripleytowncouncil.gov.uk