

# **Beverley Town Council**

## **Terms of Reference for Grants Fund**

Beverley Town Council awards grants of up to £3000 to local organisations to assist them to achieve their aims and objectives. The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organisations based in the Parish of Beverley or national bodies with an independent branch in the Parish of Beverley, providing support to the residents of the Parish of Beverley.

How an application is considered?

All applications will be considered on their individual merits.

The Grants Committee will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed
- How the grant positively benefits residents residing within the Parish of Beverley

Grant Applications will be considered twice a year (June and February) by the Grants Applications Committee.

Any application to which a member/Councillor of the Grants Committee has executive powers on the applying body (E.g. Executive Committee Member/Trustee), will automatically be referred to Full Council for consideration

In very exceptional circumstances a grant will be considered by Full Council.

The annual budget will be divided into two equal tranches.

If the total amount of approved awards exceeds the tranche figure, the Full Council will give precedence to those projects that are of a charitable nature.

Any approved awards excluded on these grounds in June will be considered at the February Grants meeting.

If the total amount of approved awards is less than the June tranche figure, the difference will be added to the funds available to be distributed at the February Grants Meeting.

You are expected to attend the meeting to provide any additional supporting information and answer any questions the Committee might have.

Deadline dates for the receipt of Grant Applications are listed at the end of these Terms of Reference. Grants received after this date will not be considered.

Grants to successful applicants will be made following Full Council ratification and payment made at the Policy Meeting in the month following the Grants meeting and will be paid by cheque.

Applicants must fulfil at least two of the Town Council's General Aims & Objectives:

- To engage in an open dialogue with the residents.
- To provide a democratic representational voice for the Beverley community.
- To support and contribute to the economic and social life of the town and regeneration of the local community.
- To encourage and promote the economic and commercial vitality of the town.
- To preserve the unique identity of Beverley and promote its heritage.
- To help to create a socially inclusive and caring community.
- To organise, promote and manage a variety of events within Beverley.
- To protect and improve the environment of the town and promote sustainable development.

What the Town Council will not fund:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where the activity or project has already been carried out
- Religious or political activities unless unrestricted community benefit can be demonstrated
- Applications for the benefit of an individual
- Any group that has received a grant from the Town Council within the current financial year
- Any group whose aims the Town Council considers to be working within a business or profit making remit.

What it will fund?

- Grants Fund will fund either new projects or continued services with funding lasting no more than 3 years with the value of the project being no more than £3000.
- Grants Fund may be used as match funding.
- Grants Fund will fund projects of up to £3000

The application form, accounts and other information will be placed on the public agenda of the Grants Applications Committee meetings. No personal data will be disclosed.

The Town Council must be satisfied that the funding is of commensurate benefit to the residents of the Parish of Beverley.

Successful applicants may be required to submit a Monitoring Form on the success of their project. The final decision on assessment of applications and the level of any award offered lies with the Beverley Town Council.

Recognition of the grant from Beverley Town Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

How to apply?

- Applications for funding must be made on the appropriate Grants Application Form
- Only one application per financial year can be submitted by an organisation
- A copy of the governing document should be forwarded with the application

- A copy of either audited accounts/budget for the relevant financial year must be forwarded with the application
- Additional information e.g. Leaflets, literature, annual reports etc which would evidence of previous work undertaken are also welcomed.

**Grant Meeting Dates for 2016/17 are:**

11<sup>th</sup> July 2016 papers to be received by the Town Clerk by 5pm on the 30<sup>th</sup> June 2016  
6<sup>th</sup> February 2017 – papers to be received by the Town Clerk by 5pm on the 27<sup>th</sup> January 2017