

WYMONDHAM TOWN COUNCIL

Policy Guidelines for the Approval and Distribution of Community Grants

Objective

Wymondham Town Council recognises the immense value of voluntary and community activity and its contribution to residents' wellbeing. The Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Wymondham residents and/or to deliver projects that will make a difference to the people living in Wymondham.

The Council will allocate, each year during the budgeting process, an amount for the Community Grant Scheme for the next financial year. This scheme is used to promote a vibrant and active community in Wymondham to help voluntary bodies and local organisations in the town if the project will enhance the lives of the residents of Wymondham. It is therefore a requirement that all questions on the application form are answered as fully as possible and that the application includes any information and documents requested by the Council.

The aim of this policy is to enable the Council to make an informed and fair assessment of the relative need and thereby seek to ensure the set resources are distributed fairly.

To qualify for a grant the applicant must be able to demonstrate that any funding from the Council will benefit the parish or residents of the parish.

Grant applications will be considered by the Finance & General Purposes Committee meeting (F&GP) and ratified at the following Full Council Meeting. Applications should be submitted 10 working days before the F&GP scheduled meeting.

With all grants ('small grant up to £300' and 'large grant from £300 up to £1500'), evidence will be required at the end of the project or at the end of the financial year that the grant was awarded (whichever comes first) of exactly how the grant was used. A detailed breakdown of what the money was spent on, the measured achievement of set targets and the resultant impact, alongside a short report to be presented at the Annual Town Meeting.

In determining the validity of an application, the Council will refer to these guidelines.

1. The Town Council is prepared to consider applications for financial assistance from Wymondham based:
 - a. Clubs and societies.
 - b. Voluntary bodies and associations.
 - c. Non-profit making organisations.
 - d. Charitable bodies.

2. In order to qualify for assistance applications must demonstrate a direct benefit to the Wymondham Town area, or any part of it, or to all or some of its residents. In addition the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Community Grant application forms and must be accompanied by the appropriate supporting information requested in the forms. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's Finance & General Purposes Committee (or full Council if deemed appropriate) providing the application is received at the Town Council Offices, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT or via email to: office@wymondhamtc.co.uk at least 10 working days before the relevant meeting.
5. Organisations can only apply for one grant during a financial year (1 April to 31 March). They cannot apply through multiple groups of the same organisation nor if a grant was awarded during the previous financial year. The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application the financial assistance should be taken up in accordance with the grant offer letter.
7. The Town Council might refer applicants to other bodies as appropriate.
8. Where £1000 or more is requested, a representative may be invited to attend the relevant meeting and answer questions put to them by members.

Applications will be considered for the following purposes:

- For the purchasing or replacing of equipment either in part or full.
- For the funding of transport organisations that supports those less able to use public transport.
- For training activities or to purchase the expertise of an outside trainer or facilitator of an organisation that benefits residents within the parish.
- For activities that raise the profile of the group or area within the parish.
- For hosting special events or celebrations within the parish.

- For the provision of recreational facilities within the parish.
- For funding expenditure required to fulfil mandatory, legal or safety requirements.
- For any other purpose that the Council considers to be to the long-term benefit of the residents of the parish.

Requirement for Grants

- The group must be a charity, voluntary or community organisation (not-for-profit).
- The group must have a formal Constitution/Terms of Reference and a bank account in the name of the organisation.
- The group must be able to demonstrate that any funding from the Council will benefit the residents of Wymondham.
- The group must demonstrate that there is a 'need' for the funding.
- The group must be working within Wymondham.
- The award must be used for the purpose for which the application was made.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements they reserve the right to request a refund of monies awarded.
- If the group is unable to initiate the use of the award for the stated purpose within 12 months, all monies must be returned to the Council.
- Organisations that receive a grant will be required to acknowledge the Council's contribution on all publicity/printed material.
- The group may be requested to give a presentation or report at the Annual Town Meeting.

Wymondham Town Council will NOT award grants to:

- Private individuals or businesses.
- Commercial organisations.

- Local groups where fund raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.
- Should not be towards the running/everyday costs, unless it is running costs to assist a new organisation become established.
- Retrospective grant applications.
- Groups or individuals attending events which will give 'experience' but not a recognised syllabus / training or other activity which may be seen as a holiday.
- Additional applications within a 12 month period with not be considered.
- Applications from schools for an activity that takes place within the school day or school premises affiliated to a school within its own constitution.
- Applications from larger publicly funded organisation (for example other councils, NHS, Countrywide groups, schools).

Any offer of funding is discretionary. The Council's decision is final and there is no right of appeal.

Application process

Applications should be made by completing one of the Grant Application Forms available from Wymondham Town Council website. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

Promotion

Wymondham Town Council will ask for recognition from successful groups in the form of promotion of the Town Council in newsletters or any social media and press releases. The Council will also recognise successful groups in its own reports to parishioners.