



## Seaford Town Council

### Discretionary Grants Policy

<b>Policy Ref.</b>	F7
<b>Date Last Adopted</b>	March 2023
<b>Date of Next Review</b>	Before 2024 – 2025 grants scheme
<b>Possible Prompts for Earlier Review</b>	<ul style="list-style-type: none"><li>• Change in internal processes or recommended best practice / legislation</li></ul>
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<b>Author</b>	Responsible Financial Officer

# Discretionary Grants Policy

## 1. INTRODUCTION:

### DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

### OBJECTIVES:

The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

### RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (£501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.

- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.
- 1.12 The following **are not** eligible to apply for grants;
- a. Individuals, businesses, commercial organisations, religious groups or political parties;
  - b. Projects that are the statutory responsibility of other authorities;
  - c. Applicants who have an outstanding loan with or are financially indebted to the Council.
- 1.13 Grants will not usually be awarded for projects or activities already delivered.

## **2. LARGE GRANTS**

- 2.1 The maximum large grant amount that can be awarded by the F&GP Committee is £3,000. Exceptionally grants over £3,000 may be considered but must be of benefit to potentially the whole town.
- 2.2 To be eligible to apply for a **Large** grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
- a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Seaford;
  - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 2.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. The latest bank statement showing details of a bank account held in the name of the applicant organisation;
- d. The accounts of the organisation, including Balance sheet if available, for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities.
- e. A funding obtained from other partner bodies if appropriate (section included on the application form);
- f. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- g. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts;
- h. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- i. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- j. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- k. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

### **3. SMALL GRANTS**

3.1 Small grants are awarded up to a maximum of £500.

3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;

- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

### 3.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. The latest bank statement showing details of a bank account held in the name of the applicant organisation;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities
- e. A funding obtained from other partner bodies if appropriate (section included on the application form);
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.
- g. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan, for their first year of operation, in lieu of annual accounts;
- h. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- i. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- j. An Equality and/or Equal Opportunities policy, if available (this policy may be contained within their constitution or other governing document);

## 4. AWARDING CRITERIA

### 4.1 Applications will be considered using the following criteria;

- a. Has the applicant met the documentation requirements?
- b. Has the applicant specified how the grant will be used?
- c. Has the applicant specified who will benefit from the grant within the community?
- d. Is the applicant a voluntary or community group?

- e. Does the funding fit in with existing Town Council priorities?
- f. Does the grant promote Seaford town?
- g. Is the grant contributing to something that has not already been funded in the past by Seaford Town Council?

4.2 The key points of the consideration against the above criteria for each application will be recorded, ensuring a record of the justification behind the outcome of the application should this need to be scrutinised.

## **5. PROCESS FLOW CHART**

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website ([www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)).
- 5.3 Forms should ideally be submitted electronically by email to [finance@seafordtowncouncil.gov.uk](mailto:finance@seafordtowncouncil.gov.uk) but may also be submitted by post or handed in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will attempt to contact the named contact on the application to inform them of this, but it is ultimately the applicant's responsibility to return a completed form along with all necessary supporting documentation before the closing date.
- 5.5 Applications will be reviewed by the F&GP working party, in accordance with this policy.
- 5.6 The full F&GP Committee will consider the recommendations made by the working party at the next scheduled meeting.
- 5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

## **6. AWARDING GRANTS**

- 6.1 Grants will be paid by BACs, to the organisation named on the application form.

## **7. MONITORING AND EVALUATION**

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants may not be awarded until this is returned.
- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.

## **8. TRANSPARENCY AND PUBLICITY**

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving a Town Council grant must acknowledge the Council in any relevant publicity or publications by using any promotional material provided by the Council.
- 8.5 For large grants recipients, representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.