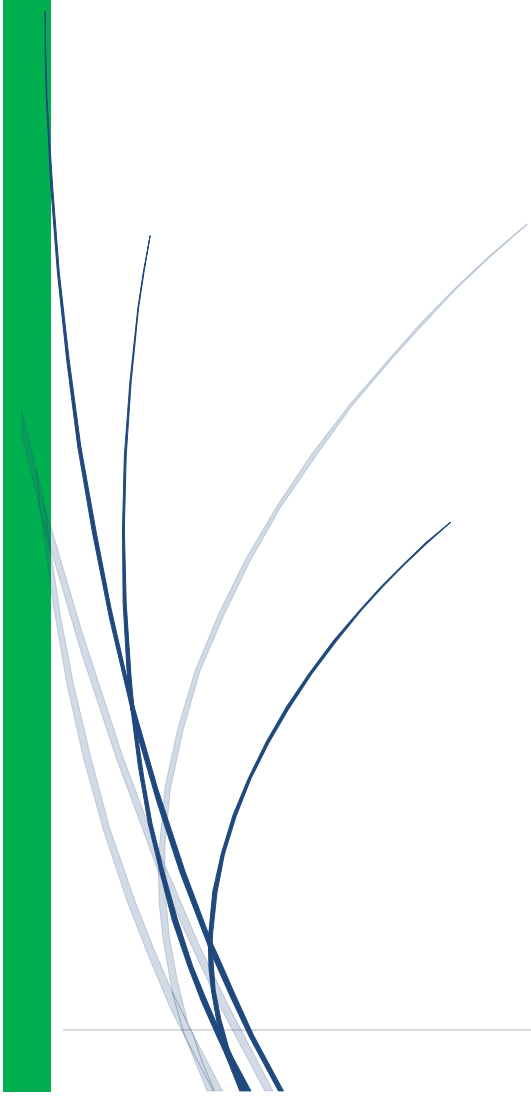
Winchcombe Town Council
Community Grant Scheme
Information Pack

Winchcombe



Winchcombe Town Council Community Grant Scheme

Contents

Introduction

Charities, organisations and groups that benefit the residents of Winchcombe may be supported by the Council through funding and resources subject to certain qualifying conditions.

Any organisation wishing to apply for support must be a registered charity providing a benefit to the residents of Winchcombe or a non-profit making local organisation based in Winchcombe or, if neither of these, may be considered if providing a community service or one-off charity event. Where support is requested for an individual event, it must be taking place within the town and be for Winchcombe residents.

The Council welcomes applications for grants from charities and organisations large and small, and Councillors or the Clerk are happy to talk to anyone interested in making an application if you feel you need some advice or help beforehand.

What support is available?

The Council wishes to support charities and organisations that benefit the residents of Winchcombe and this can be done in a number of ways:

- Community Grant
- Use of Council owned spaces
- Letters of support (eg for an organisation seeking funding from another source)
- Event/campaign promotions via Council website/notice boards/newsletter
- Councillor representation on the committees of groups/organisations

Who can apply?

Applications are welcomed from any local group, registered charity or organisation working to support or provide benefit to residents of Winchcombe.

Applicants must be able to demonstrate the following:

- How Winchcombe residents will benefit
- Total costs associated with the project
- Relevant insurances/licenses
- Ability to provide a report on the use of any funds and impact assessment

How to apply

Applications for non-financial support can be made at any time by contacting clerk@winchombetowncouncil.co.uk

Applications for grants of a value up to £1,000 can be made at any time and will be considered twice a year by the Finance Committee.

Applicants for grants of a value in excess of £1,000 may be submitted at any time and will be considered by full council whilst setting the budgets for the next financial year, usually October/November.

Application process

1. Check that you meet the required eligibility criteria.
2. Contact us if you have any questions prior to submitting your application.
3. Complete and submit the application form.
4. Receipt of your application will be acknowledged.
5. Applications will be reviewed either by the Finance Committee twice annually or Full Council in October. Applicants will be invited to present their project proposal.
6. Following review, you will be contacted with notification of the Council's decision.

Application form

Name of applicant	
Address	
Telephone	
Email	
Name of organisation (if any)	
Are you/is your organisation based in Winchcombe?	
Describe your organisation e.g. Registered Charity (please give your registered Charity number), voluntary group, service provider	
What is your job in the organisation?	
Describe, in detail, what your project is for* Please indicate if your project is a one off or intended to recur.	
How do you know there is a need for your project?	
What is the gross cost of your project (only include	

VAT if you are unable to recover it)?	
What contribution to this are you asking the Town Council to provide?	
If you are seeking running costs, please indicate whether there is an intention to access other income streams to cover these costs in future years.	
What would be the direct benefit to the people of Winchcombe?	
Is your project of particular benefit to any particular group of people?	
Would your project benefit the whole town or part of the town (please describe)?	
Please provide details of any other funding you have applied for and/or received.	
Would you like the Council to consider providing any non-financial support to your organisation (see **What support is available** for further information). This can be instead of, or as well as, a request for a grant.	
Is there any other information that you think would help the Council decide whether to support your application?	

We ask that all recipients of Community Grants and Support provide a brief report on the use of the funds and the impact on their organisation. • Please can you confirm that you will comply with this condition • If you have received previous support, please can you attach a copy of your report to this application	
If you need to talk to someone before you send off this form, please contact us 01242 604087	
I confirm that I have read, understood and agree to abide by the rules of the Community Grant Scheme	
Signed	
Print Name	
Date	

Please return to: The Clerk, Winchcombe Town Council, Abbey Fields Community Centre, Back Lane, Winchcombe, Gloucestershire, GL54 5QH or by email to clerk@winchcombetowncouncil.co.uk

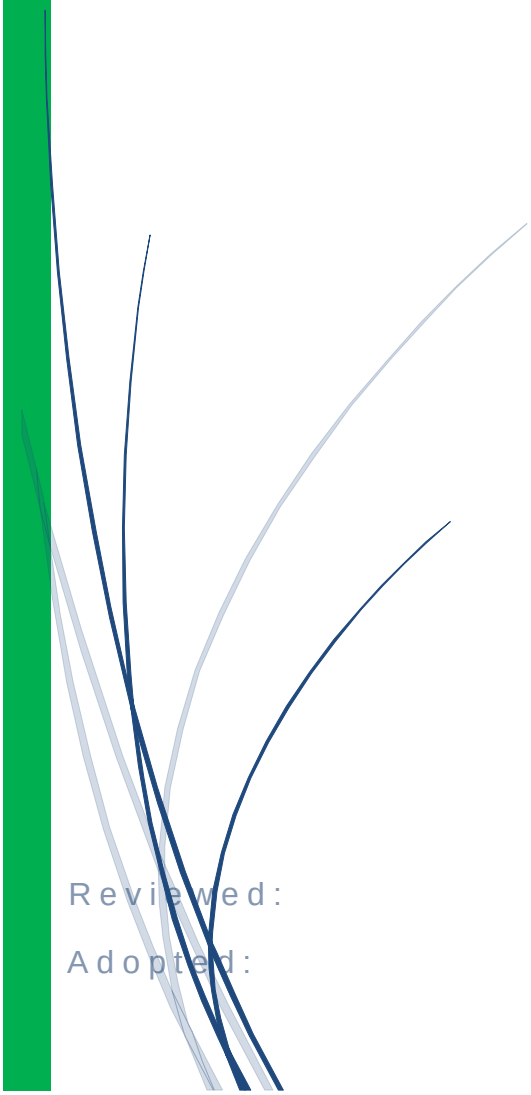
* An application may be made for a specific, one-off purchase, piece of work or contribution towards running costs of a project; OR towards one particular element of a bigger project which the Council may support again, in another year.

For use by Winchcombe Town Council	
Application Form received (date)	
Confirm that the form is complete (initials)	
Considered at the Finance Committee / Council meeting (date)	
Decision	

Grant offered (date)	
Grant accepted/rejected (date)	
Grant paid (date)	
Other	

Winchcombe Town Council Community Grant Scheme Policy

Winchcombe



Winchcombe Town Council Community Grant Scheme Policy

Contents

Introduction

1.1 Winchcombe Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Winchcombe for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.

1.3 Decisions related to Community Grants have been delegated to the Finance Committee for all grants below £1,000. Any large grant applications above £1,000 will be determined by Full Council.

1.4 This policy is designed to act as guidance for applicants and councillors when considering applications.

1.5 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

1.6 The Town Council seeks to provide grants which meet at least one of the following outcomes:

a) Provides improved opportunities/services for those aged 18 and under and/or 65 or over;

b) Provides a new, or improves an existing, asset or service which will benefit a significant percentage of residents;

c) Enhances the profile and/or reputation of Winchcombe;

d) Compliments the corporate aims of the Town Council

Grant schemes

The Town Council operates two grant schemes:

2.1 The Small Grants Scheme is for grants of a value up to £1,000. Applications for this scheme are considered twice per year.

2.2 The Large Grants Scheme is for grants of a value in excess of £1,000. Applications for this scheme are considered in October each year for payment in the following April from revenue funds.

Eligibility

3.1 The schemes are only open to Community Groups, Voluntary Organisations, Local Charities, Community Interest Companies or sports/recreational clubs. All must be of a non-commercial nature.

3.2 Bodies must have a bank account in the name of the organisation.

3.3 Projects must deliver a benefit to the residents of Winchcombe.

3.4 The Town Council will not fund:

3.5 hospitality,

3.6 religious organisations (unless for non-religious activities),

3.7 core school expenditure,

3.8 activities of political organisations,

3.9 events that have already occurred, equipment already purchased or work already completed.

3.10 Repayment of loans or cost of services, equipment or provision in anticipation of a grant,

3.11 Organisations that have a closed or restricted membership,

3.12 Generally, national charities or bodies unless there is a clear benefit to residents of Winchcombe

3.13 The Town Council will only consider one application from an organisation within any financial year.

Applying for a grant

4.1 Applications should be made on the application form via the Town Council website (www.winchcombetowncouncil.co.uk). Please contact the office if you require a paper copy. Paper applications should be delivered to the council office. Include all the information requested on the form. An application could be delayed or turned down if details are not provided.

4.2 Applicants must supply the previous financial year's accounts and a recent bank statement for the last three months. New/start-up organisations should submit a financial statement containing their proposed budget.

4.3 For the purchase of items consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

4.4 Where expenditure on a single item would exceed £1,000 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.

Grant award process

5.1 Small grant applications will be considered twice per year by the Finance Committee.

5.2 Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes	Up to 10	A high score indicates that the application meets at least one outcome fully and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	Up to 10	A high score indicates that the application is either collaborative with other organisations or supplemented by match funding. It must provide a cost effective use of our funds.
Strong Governance	Up to 10	A high score indicates that the applicant has good control structures within its organisation; and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place.
Fits well with Town Council aims	Up to 10	A high score indicates a good fit with the stated aims of Winchcombe Town Council.

5.3 An application must score at least 6 points on governance and achieve an overall score of at least 18 to be awarded a grant. Subject to these provisions, the Town Council will award those grants which achieve the highest score in the current round of funding.

5.4 The Council will set a small grants budget annually and seek to award grants to the value of half of the annual budget at each Finance Committee decision meeting. Applicants will be invited to attend a Finance Committee meeting to present their project proposal and to answer any questions which may arise.

5.5 The Council will set a larger grants budget annually. Applicants applying for grants of more than £1,000 will be invited to attend a Full Council meeting to present their project proposal and to answer any questions which may arise. Larger grant award decisions will be made annually by Full Council in October/November.

Grant evaluations

6.1 The Council reserves the right to monitor the use of the grant/award and the organisation must allow reasonable access to premises/accounts upon request from the Town Clerk. The Council may require that a representative of the Council attends an appropriate committee or the governing body of the organisation.

6.2 It is also a requirement for a report to be given to the Council six months after the grant /award is approved and shortly after the project is completed and in any event within one year of the grant/award.

Conditions of grants

An application under all schemes shall indicate agreement to the following conditions:

7.1 Recipients shall provide a report to the Council six months after the grant/award is approved and after the project is completed and in any event within one year of the grant.

7.2 The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

7.3 Acknowledgement of the financial support received from the Council will be required on documentation and any promotional literature or other media operation. The Council may require a plaque or similar notice to be displayed.

7.4 If the organisation disbands for any reason during the period of the grant, the Council may ask for all or part of the monies to be paid back.

7.5 To be eligible for a grant /award an organisation shall not discriminate on grounds of race, gender, disability, age, (except for obvious reasons, such as becoming a member of a Youth Club) and political or religious persuasion. Efforts must be made to welcome all Winchcombe residents.

Receipt of grant

8.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.

8.2 Payments shall be made to the organisation within four weeks of receipt of the signed agreement.

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.