



Helston Town Council

Grants Awarding Policy

August 2016

1.0 Introduction

- 1.1 Helston Town Council recognises the value of voluntary and community activity and its contribution to local residents' well-being. The Council is committed to supporting and strengthening the many community groups that help make a positive difference. The aim of the Council's Grants Awarding Policy is to promote a vibrant and active community in Helston.
- 1.2 Helston Town Council has the authority to make grants under the Localism Act 2011 s.1 (1) General Power of Competence which will benefit some or all of its inhabitants.
- 1.3 Each year, Helston Town Council will make provision in its budget for grants to assist voluntary bodies, local clubs and not-for-profit organisations in the town.
- 1.4 The Council's Grants Awarding Policy aims to ensure that all grant applications are treated equally, provide value for money and that all awards are within the legal powers of the Council.

2.0 Process

- 2.1 Each October the Policy, Finance & Resources Committee will consider the following year's grants budget and make a recommendation to Full Council for a decision by the end of December.
- 2.2 Applications for grants will be considered by Full Council in September and February.
- 2.3 The availability of grants will be publicised on the Council's website, Facebook page and in the local Press.
- 2.4 All requests for funding must be made on the approved Grant Application Form.
- 2.5 Only applications received before the published deadline will be considered. Any applications received after the deadline will be held back until the following meeting.
- 2.6 Applications must include the Applicant's latest annual accounts or an explanation as to why this is not possible.
- 2.7 Grants that have been awarded will be paid after the following Full Council meeting.

3.0 Guidance Notes

1. Grant Application Form must be fully completed. The Council reserves the right to refuse any application form which is not fully completed.
2. A copy of the latest audited or certified accounts or a copy of the latest bank statement must be sent with the application. Failure to provide this information may result in the application being rejected.
3. Applications can only be accepted from non-profit making organisations and societies.
4. Applications can be accepted from organisations based outside of the parish provided a grant benefited some residents of the parish.
5. The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
6. Grant applications should be for specific projects and not the general running costs of an organisation.
7. Requests for funds should be clearly seen to benefit a group of people within the parish boundary of Helston.
8. Organisations must have a bank account into which grants can be paid. Payments cannot be made to individuals.
9. Written permission must be obtained to change to the use of a grant.
10. The Council reserves the right to withdraw a grant or demand a total or part refund if the funds have not been used for the agreed purpose.
11. The closing date for applications shall be the last date for receipt of applications.
12. The Council will not accept any liability for organisations and societies not being aware of the application period for grants, and therefore missing the deadline.
13. Grant applicants are encouraged to attend the Helston Town Council meeting to verbally support their grant application.
14. Grant recipients will be invited to give a short presentation at the Annual Town Meeting and be required to acknowledge the Council's contribution in publicity.

3.0 Review

- 3.1 This policy will be reviewed regularly and amended as necessary to reflect best practice.



HELSTON TOWN COUNCIL GRANT APPLICATION FORM

This form must be fully completed and forwarded to the Town Clerk, Helston Town Council, The Guildhall, Helston, TR13 8ST by no later than **noon** on **(date)** for consideration by the Council at its meeting on **(date)**.

Successful grants will be paid in **(date)** and recipients will be invited to the Town Meeting in April 20## to give a short presentation on how the funds were used.

Name of Organisation	
Charity Number (if applicable)	
Contact Name	
Telephone Contact Number	
Contact full address including postcode	

Please state below a short description of your organisation and its aims and objectives

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Please give details of your membership including the geographical area covered and percentage of membership from Helston.

1. Have you received a grant from Helston Town Council in the past? Yes/ No

If the answer is yes please state the year of the last grant and how much it was

Year		Amount	£
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2. If you provided details of previous grant payments please provide details of how this grant was used. This information will be useful to the Councillors in making their decision for this year. The Council reserves the right to request proof of this statement.

3. Please provide as much information as possible as to why you are applying for a grant and specifically what the funding, if granted, would be used for. **Note that if a grant is approved such funding must only be used for the agreed purpose. Written permission from the Council is required to change the use of any funding.**

4. If you are applying for funds to improve a building please state how many people, and which other organisations, if any, use the premises.

5. How much are you applying for?

Amount	£
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6. Are you applying for a grant from any other organisations? Yes/No

7. Please state how much funding your organisation is contributing towards this project or scheme

8. If you answered yes to question 6 provide the names of those organisations

To enable the Council to determine your need we require you to provide us with a copy of your last audited accounts. If you do not have audited accounts we will require a copy of your latest bank statement together with a list of income and expenditure for the last 12 months. These documents should be signed by at least two officers of your organisation

I hereby declare that the answers and statements that I have made are, to the best of my knowledge, true. I understand that legal action could be taken against either myself or the organisation I represent if I knowingly provided false information in an effort to gain public funds.

Signed	
Designation in Organisation	
Date	

Checklist

All sections of the application form have been completed	
A copy of our last audited accounts is attached to the form (or)	
A copy of our latest bank statement together with a list of income and expenditure for the year signed by two officers	

For Official Use Only

Grant Power	
Council Decision	