



## **Stony Stratford Town Council Grant Scheme 2017/18**

**Revised and adopted:** Full Council 21<sup>st</sup> March 2017

### **Objectives**

Stony Stratford Town Council has powers that enable it to fund groups and organisations to provide events and undertake projects for the benefit of its residents. These powers are used in the administration of its grant funding scheme and the purpose of this policy is to provide guidance to members in determining grant applications and applicants in making applications to the scheme

### **Eligibility**

Applications are welcomed from groups and organisations based in the parish or groups and organisations not based in the parish but providing events or projects either in the parish or for the benefit of parish residents. The onus is on the applicant to ensure that all financial information given is correct. Any incorrect information given i.e. if the figures do not add up, the application will be deemed 'ineligible'

### **Assessment Criteria**

Applications will be assessed on the following criteria:-

1. New Projects and Events – these will be supported in principle with seed funding subject to availability of alternative sources of funding.
2. Welfare Projects and Events – these will be assessed on individual merits
3. Community Projects and Events – to be assessed on individual merits

In respect of **2** and **3** key factors will include – history of the project/event, availability of alternative funding, evidence that all other reasonable sources of funding have been explored and the potential of the project/event to generate revenue.

Applications will also clearly demonstrate that one of the following criteria is met.

- The applicant is based in the parish of Stony Stratford
- The applicant is providing an event or project taking place in the parish of Stony Stratford
- The application, although not being made by a group or organisation based in the parish nor taking place in the parish, benefits directly a number of residents in the parish. In this case, the number of beneficiaries from the parish must be clearly stated

However, where an application may have only indirect benefit to residents of the parish, the Town Council retains the right to fund an application subject to funds being available and the legal power to do so being clear.

### **Limitations**

The grant fund is a finite resource. Applicants should be aware that, in considering an application, the Town Council will consider not only the level of funding requested but also the perceived value to the

community from the request and the level of funding that remains in the scheme when the application is made.

### **Application Process**

Applications will only be considered when submitted on the grant application form, which can be requested from the Town Council or downloaded from [http://www.stonystratford.gov.uk/Town\\_Council/Grants](http://www.stonystratford.gov.uk/Town_Council/Grants). Applications will be considered either by the Full Council or by the Finance and General Purposes committee at their meetings on the 3<sup>rd</sup> Tuesday of each month. Please note that applications will need to be submitted a minimum of 7 days prior to the meeting at which it is to be considered.

**For a full list of meeting dates, please see the website or contact the Clerk.**

Retrospective applications will not be considered and applicants are encouraged to submit applications as soon as possible

Applications are to be supported by documents as listed in the application form. The applicant should check the relevant documents submitted with the application on the form. Applications will be acknowledged when received and the applicant will also be notified of the meeting that will consider the application. Both the application form and the terms and conditions for any award must be signed.

**For applications for more than £500 and any application from a non-parish based group or organisation seeking support for an activity outside the parish, the applicant will be expected to send a representative to the meeting at which the application is to be considered to provide clarification on any aspects of the application that might be required by Council members.**

Successful applicants will be notified of awards in the week following the meeting at which the award was made and arrangements for the payment of the grant will be agreed with the applicant at that time.

### **Funding of Grants**

Grants are funded directly from the precept raised locally. It is at the Town Council's discretion as to the level of the fund and this can be reviewed during the year as part of the Council's financial management processes. The Town Council retains the right to fund an application in full or in part depending on the nature of the project and the level of funds available.

### **Conditions of Award**

1. You use the award only for purposes stated in your application and not for any other purpose. If you wish to use the award, or part of it, for any other purpose, you must write to Stony Stratford Town Council first, detailing the proposed new use and seeking written permission to go ahead.
2. On approval of the grant a formal letter is sent to the applicant by email. Payment for grants will be made in arrears or advance at the Council's discretion.
3. *Town Council reserves the right to recall a grant not used for the purposes or within the conditions stated.*
4. You acknowledge in your publicity, the financial support received from the Town Council and you send copies of such publicity to the Town Council for information.

5. Within 6 months of receiving the grant, you will be expected to make a written report to the Town Council explaining the use of the grant and costs covered by it. No other application from you will be considered until the report is received. A report on the project and its impact on the community for which it was requested will be expected on completion and this is preferred in the form of an article for the Town Crier, the Council's newsletter.
6. You invite Town Council representatives to visit the project or related function.
7. The Town Council will publicise the amount of funding awarded to your project or organisation in the Town Crier or elsewhere.
8. You understand that in making an award Stony Stratford Town Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter arising out of or incidental to the execution of the project you have undertaken.
9. *For applicants not yet ready to begin a project:* If the award is not used within six months of the date of the offer letter in 2 above, the award will automatically lapse and you will need to make a fresh application.
10. The Town Council may need to satisfy itself that the funds have been spent as applied for. You undertake to provide proof of expenditure, invoices and bank statements on request.

### **Application Advice**

For an informal discussion about the application process, applicants may contact the Clerk via [office@stonystratford.gov.uk](mailto:office@stonystratford.gov.uk)

This policy will be reviewed as part of the Council's budgeting process

**DATA PROTECTION:** Please note, in submitting this application, you are confirming that you have the agreement of any individuals identified within for Stony Stratford Town Council to hold their personal data during the consideration of the grant application and subsequently if the award is granted. The Town Council will only use this information for the purposes of assessing an application and for managing or monitoring any grant awarded. The Council is a Data Controller registered with the Information Commissioner's Office as required under the Data Protection Act 1998. It will only process any personal data in accordance with its registration and current data protection legislation. In making any grant, the Council assumes that the applicant will undertake similar levels of data protection during the lifetime of a project for which it will be responsible while the project is under way.

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