



**BEVERLEY  
TOWN COUNCIL**

WORKING AS A COMMUNITY

**Town Clerk:** Ms. Helen Watson FSLCC

**Office Address:** 12 Well Lane, Beverley, East Yorkshire, HU17 9BL

**Tel:** 01482 874096 **Email:** clerk@beverley.gov.uk **Website:** www.beverley.gov.uk

Wednesday 11<sup>th</sup> November 2020

To Members of the Grants Committee:

Councillors D. Horsley (Chair), D. Boynton (Vice Chair), P Astell, I. Gow, C. Hopkins, L. Johnson, M. Pinder and D Tucker

Dear Councillor,

## **GRANTS COMMITTEE**

**You are hereby summoned to attend a Grants Committee Meeting of the Town Council to be held remotely via Zoom on Monday 16<sup>th</sup> November 2020 at 6:30pm.** This is in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

**Yours sincerely**

**Matthew Snowden  
Deputy Town Clerk**

During the current crisis relating to COVID-19, for health and safety reasons, and to ensure physical social-isolation guidance can be followed, meetings will be held digitally via online video technology. Members of the public can attend via the link published on the Town Council website.

## **AGENDA**

- 1. To receive and accept apologies for absence**
- 2. Declarations of Interest**
  - (a)** To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
  - (b)** To note dispensations given to any member of the council in respect of the agenda items listed below.
- 3. To finalise the following documents for approval at Full Council on 30<sup>th</sup> November 2020, to enable the new grants schemes to launch in December 2020:**
  - (a)** Grants Policy/Terms of Reference (draft attached).
  - (b)** Questions/Application Form and Weighting (previous application form attached for information).
  - (c)** Agreement and Feedback Form (previous agreement and feedback form attached for information).
  - (d)** To consider any other matters relating to the new Grants system.

**Draft Policy for the approval and distribution of Town Council Small, General and Partnership Grants**

1. Beverley Town Council (the Council) operates a grants scheme, the primary intention of which is to support events and projects which will benefit the people of the Town of Beverley. The Town of Beverley (the Town) is defined as the area falling under the direct administration of the Council.

2. The Council shall offer three tiers of grant funding:

Small Grants – these are for new organisations or those which do not have a constitution and/or audited accounts;

General Grants: these are for organisations with constitutions and audited accounts which are undertaking a specific one-off event or project; and

Partnership Grants: These are for formally constituted organisations which offer a long-term project or an annual event within the Town. Where an applicant can demonstrate that it qualifies for this category of Grant, the Council shall consider becoming a Partner, guaranteeing a specified annual grant for three years on a rolling basis in return for a seat as an observer on the organising Committee or Board and recognition of the Council in any promotional material, and provided that:

- a) the organisation continues to exist as specified in the original grant application;
- b) the grant is used as specified in the original grant application; and
- c) feedback provided to the Council on an annual basis shows the organisation has demonstrated its commitment to working in partnership with the Council.

3. The Council shall consider applications for grant funding from the following properly-constituted bodies:

- (a) Clubs and societies;
- (b) Voluntary bodies and associations;
- (c) Non-profit making organisations; and
- (d) Charitable bodies

Newly formed bodies shall not be disqualified from seeking grant funding, but the Council may impose additional requirements for them to do so e.g. where such a body is not able to provide audited accounts.

4. To qualify for assistance, applications must demonstrate a direct benefit to the Town, or any part of it, or all or some of its residents under the criteria set out in paragraph 5 of this Policy below. Where benefit is shown also to accrue

to neighbouring parishes in the East Riding or the wider public, provided at least equivalent or greater benefit accrues to the Town, this shall not disqualify an application.

5. Grant applications shall demonstrate the provision of a benefit to the Town under one or more of the following criteria:

- a) To contribute to the cultural life, education, sporting opportunities or general wellbeing of the people of the Town.
- b) To promote the economic and commercial vitality of the Town.
- c) To support and contribute to the social life of the Town.
- d) To preserve the unique identity of the Town and promote its heritage.
- e) To help to create a socially inclusive and caring community, and increase dialogue among our residents.
- f) To protect and improve the Town and promote a sustainable environment.
- g) To provide a democratic, representational voice for the community.

6. The benefit accruing to the Town must be commensurate with the expenditure to be incurred.

7. 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. Local groups whose total fundraising is sent to their central headquarters for redistribution will not be assisted.

8. Applications must be made using the Council's Small, General and Partnership Grant application forms as the Council shall approve from time to time and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.

9. Applications for grants may be submitted at any time. Small and General Grants shall be considered at one of two annual meetings of the Council's Grants Committee. Partnership Grants shall be considered at a meeting to be held before the setting of the Council's budget for the following financial year. The closing date for applications shall be decided by the Council from time to time and publicised via the Council's usual channels. Application forms and guidelines for submissions shall be made available on the Council's website or by application to the Town Clerk.

10. The Council's Grants Committee shall assess each application and decide whether to support it by open and transparent weighting of the application. This will aid constructive feedback should the application not be successful. The

criteria for the weighting are attached to this policy, but may be amended from time to time as the Council sees fit.

11. Grants will not be awarded to support any of the following purposes:

- a) the promotion of political or religious beliefs;
- b) the promotion or sponsorship of individuals;
- c) the activities of profit-making organisations unless they are for an exclusively charitable non-profit making purpose;
- d) the repayment of loans;
- e) the payment of salaries or other emoluments;
- f) the augmentation of reserves or capital investments; and
- g) activities which form part of statutory obligations.

12. The Council will not consider retrospective applications where the activity or project has already been carried out or the relevant equipment has already been purchased.

13. Where a Grant is given towards the purchase of equipment, the moneys will only be paid on provision of appropriate documentation from the funded organisation to the satisfaction of the Policy and Finance Committee that the grant is properly applied.

14. It is a condition of any grant that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of equipment to verify that the grant has been used for the purpose authorised.

15. Where funding is provided to a newly formed organisation it shall only be in the form of a Small Grant and the Council must be satisfied that the organisation concerned has proposals to become self-supporting and shall not remain reliant on the Council's Grant alone.

16. Organisations applying for grant funding shall provide a set of audited accounts for the previous financial year. In the case of Small Grants where it is not reasonable to request fully audited accounts, the Council shall impose such additional or alternative requirements as it sees fit.

17. The Council reserves the right to withdraw or reclaim any grant funding if it becomes aware that the eligibility criteria for, and conditions relating to the provision of such funding have been breached.

18. In the case of a successful application to the Small Grants and General Grants, the moneys awarded must be applied to the designated purpose and any

necessary claims made during the financial year (1 April – 31 Mar) for which the Committee approves the application unless expressly agreed otherwise.

19. Any organisation which has been awarded a Small Grant or a General Grant by the Council shall not be considered for further grant funding within the same financial year.

20. Successful Small Grant and General Grant recipients shall complete and return a short report detailing how their grant award moneys were spent and the benefits realised within six months of the payment out by the Council of those grant moneys. Recipients of Partnership Grants will be expected to report back directly to the Grants Committee annually before their next year's allocation is released in accordance with paragraph 2 of this policy.

POLICY ENDS

***THE FOLLOWING SHOULD NOT FORM PART OF THE POLICY***

**Funding Amounts for each tier of Grant are currently set as follows, but may be amended from time to time as the Council sees fit:**

- Small Grants – up to £500
- General Grants – up to £2,000
- Partnership Grants – up to £3,000/annum for 3 years, awarded on an annual rolling basis in accordance with paragraph 2. of the Policy above.

**Weighting criteria for Grant Awards**

<b>Criteria</b>	<b>Weighting</b>
A. Fulfilment of the Grant criteria	20 %
B. Benefit to the Town	20%
C. Benefit to residents (e.g. how many will benefit directly)	20%
D. Quality of supporting arguments and non-financial documentation	20%
E. Financial documentation	20%

***MATT: THE FOLLOWING ARE NOT PART OF THE POLICY BUT SHOULD APPEAR ON THE APPLICATION FORMS – NOT NECESSARILY EXACTLY AS WORDED HERE:***

**Application Checklist.** The following Checklist may assist you in completing your Grant Application Form. Applicants are advised to read through the list below before submitting their completed forms.

- Have you completed all sections of the form? (If you are unable to complete any part of the form, please indicate why in your supporting statement, or write 'not applicable' where appropriate).
- Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?
- Have you enclosed your Organisation's latest set of accounts and Constitution? (If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement. If you have provided a copy of the Constitution in previous years, and there have been no changes, you may dispense with this requirement.)
- Have you signed the declaration and certification of your application form to certify that all the details are correct?
- Does your application explain how Beverley residents would benefit from any grant awarded to your organisation?
- Does your application explain how Beverley Town would benefit from any grant awarded to your organisation?

**Note for applicants:** Committee meetings are open to the public and representatives of applicant organisations. Applicants wishing to attend virtual meetings will be issued with the log-in details prior to the meeting.

ITEM 3b



## Beverley Town Council

**Town Clerk:** Ms. Helen Watson FSLCC  
12 Well Lane, Beverley, East Yorkshire, HU17 9BL

**Tel:** 01482 874096

**Email:** [clerk@beverley.gov.uk](mailto:clerk@beverley.gov.uk)

**Website:** [www.beverley.gov.uk](http://www.beverley.gov.uk)

### BEVERLEY TOWN COUNCIL

#### GRANTS APPLICATION (up to £3000)

**Please answer all questions – failure to do so may result in a delay in the determination of your application**

**Q1 Contact Details**

Name of organisation making application:

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : ..... First Name: ..... Surname: .....

Position held in the organisation:

.....

Contact Address, including full postcode:

.....

.....

.....Postcode: .....

Contact Telephone Number: .....

Email address: .....

## About your organisation

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: ( )

Company Limited by Guarantee: ( ) Company Number .....

Other – Please specify: .....

**Q3 When was your organisation established?**

.....

**Q4 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

.....

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.....

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.....

.....

**Q5 If you are a subsidiary of a larger organisation, please state which one.**

.....



**Q6 Does your organisation have an agreed Constitution or Memorandum of Association?**

Please state which and attach a copy:

.....

**Q7 Previous Applications**

If you have applied for and received funding from Beverley Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

.....

.....

**Q8 What grants have you applied for from other neighbouring Councils?**

	Amount
	£
	£
	£

**Details of the project or activity you are planning**

**Q9 Describe the projects/activity you plan to use this grant for.**

i) Try to be specific about what you will do and how you will do it.

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ii) Please state how you have identified this need and how the project will benefit the people of Beverley, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

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.....

.....

iii) How many people from the Parish of Beverley do you expect to benefit directly from your project or activity?

**Q10 What criteria will be used to measure the success of the project and how many people from the Parish of Beverley do you expect to benefit from it?**

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.....

### **Health & Safety**

**Q11 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have?

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.....

.....

ii) Do the leaders have the relevant qualifications and/or experience?

.....

.....

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection, Working with vulnerable adults, Equal Opportunities, CRB Checks etc.)? *You may be required to submit copies of your policies*

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.....

### **Funding of your project**

**Q12 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

Project Items E.g. Staffing, Specific Equipment, Room Hire etc	Amount of Project	Amount Requested
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total</b>	£	£

*Please continue on a separate sheet if required*

Please list the amounts and sources of funds that you expect to receive from other funding sources to fund this project.

**How project is to be funded**

Funding for Project	Amount received
	£
	£
	£
	£
	£
<b>Total</b>	£

**Q13** Have you applied for any grants from the neighbouring Councils for this project, if so what was the amount applied for?

	Amount
	£
	£
	£

**Your Accounts**

**Q14** Please provide the following details from your most recent annual accounts

<b>Total Income</b>	£
<b>Less Total Expenditure</b>	£
<b>Surplus / Loss</b>	£
<b>Savings (Reserves, Cash, Investments)</b>	£

*Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.*

*You need to include these documents with this application.*

## Account Details

### Q 15 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: .....

Bank/building society name: .....

Bank/building society address.....  
.....  
.....  
.....

Who are the signatories and what position do they hold in your organisation?

1	Name .....	Position .....
2	Name .....	Position .....
3	Name .....	Position .....

### Q16 Any other information which you consider to be relevant to your application.

.....  
.....  
.....  
.....

## Declarations

### Q17 Declaration

Please give details of a senior member of your organisation.  
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of .....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

.....

Title ..... First Name: ..... Surname: .....

Organisation address:

.....

.....

..... Postcode: .....

Telephone: .....

Signed: ..... Date: .....

**Q18 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and not be the same person who has signed in Q15

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

**Checklist**

- 1. Have you answered every question?
- 2. Have all signatures been completed?
- 3. Have you included a copy of your constitution?
- 4. Have you included a copy of your most recent audited accounts?
- 5. Please state any supporting documents you are submitting:

**Please return your completed application form to:**

Town Clerk  
Beverley Town Council  
12 Well Lane  
Beverley  
HU17 9BL



## Agreement with voluntary sector organisations

### 1. This agreement is made between:

***Beverley Town Council 'the funder' and 'the organisation'***

### 2. *The funder will:*

1. Agree the grant funding with the contact person for the organisation.
2. Confirm a suitable timescale for funding and delivery of the project.
3. Provide the organisation with monitoring and evaluation requirements.
4. Carry out an evaluation of the project activity based on monitoring returns.
5. Include details of the project funding and monitoring evidence within presentations to the wider community and in promotional materials, in accordance with the data protection act.

### 3. *The organisation will:*

1. Provide monitoring and evaluation information in the format requested.
2. Ensure that promotional materials in relation to the funded project include ***logo or statement***.
3. Notify the funder of any potential alterations to the project's budget.
4. Co-operate with the funder in joint marketing and promotional activities.
5. Make available any policies or procedures which may be required by the funder.

### 4. **Payments**

1. The funder will make grant payments by cheque
2. The organisation undertakes to spend the grant on the items/resources described within the Grant application. Any alteration to this spending must first be agreed with the funder. Alterations to project spend which have not been authorised may be liable for reclamation by the funder.

### **Signed**

**On behalf of the funder**

**Name:** Helen Watson

**Signature:**

**Position:** Town Clerk

**Date:** 2020

**On behalf of the organisation**

**Name:**

**Signature:**

**Position:**

**Date:**





**GRANTS FUND FEEDBACK FORM**

**ORGANISATION NAME**

**CONTACT NAME**

**CONTACT ADDRESS**

**Spending of your Grant**

*Please give details of the items/activities funded by this grant. Please attach copies of any receipts*

**Amount of Grant: £**

<b>Item/Activity</b>	<b>Cost</b>
<b>Total Amount</b>	

*If the grant money was spent on anything other than that which was approved by the Council please indicate. Please note that Beverley Town Council reserves the right to demand repayment if the grant was put to a purpose which was has not been approved by the Council.*

**Benefits of the Grant to your Organisation**

<b>Please give details of the ways in which the grant has been of benefit to the work of your organisation</b>

**How many people within the Parish of Beverley benefited from the award?**

**Declaration**

*I confirm the details contained within this form are correct*

Signature

Date