



## **BEVERLEY TOWN COUNCIL**

### **GRANTS POLICY**

**For the approval and distribution of  
Town Council Small, General and Partnership Grants**

## GRANTS POLICY

1. Beverley Town Council (the Council) operates a grants scheme, the primary intention of the 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 Ta 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 here —



**Beverley Town Council Grants Policy approved by Full Council**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Council Chairman**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Town Clerk**

**Date:** \_\_\_\_\_