

Revenue Grant application process 2023 Policy Objectives

1.1. In drafting the revised revenue grant policy, F&G has worked on the basis of achieving the following key objectives:

- To produce a fair and transparent award process that treats all applicants in a consistent manner.
- To consider and award grants principally on the basis of their contribution to HTC's wider strategic objectives.
- To move to an application process where, in principle and without legal commitment, grants are awarded throughout the life of an HTC term.
- To strengthen the monitoring of revenue grants through the introduction of (i) a funding agreement and (ii) an annual review process to ensure the benefits envisaged by the grant are being achieved.

2. Process

The Revenue grant process will run as follows.

(BWP – budget working party, FC – full council, RG – revenue grant)

Each new Council term	
May FC	Budget working party is formed comprising of chairs of F&G, Grants, Amenities and Mayor, plus two other councillors
By 1 st Aug	Reports from previous RG recipients are sent to the Town Clerk to review. On receipt of satisfactory report the funds will be paid, otherwise a BWP will be called to review and recommend necessary action [1]. Recipients will be kept informed and given an opportunity to respond to any issues raised.
By 15 th Sept	Applications received from RG applicants for the next 4 years [2]
Sept FC	Reports from existing RG recipients on Agenda to be noted, any recommendations from BWP to be agreed.
Oct	BWP reviews new applications received as part of budget setting process [3]
Nov FC	Council considers draft budget, to include recommendations for RG awards.
Nov / Dec	Budget WP meets to make amendments
January FC	Budget agreed. Any RG awards stand for the term of the council unless cancelled or amended. [4]
Feb-Mar	Town Clerk notifies successful applicants and makes arrangements for completion of agreements as per agreed templates.
Subsequent years	
By 1 st Aug	Reports from previous RG recipients are sent to the Town Clerk to review. On receipt of satisfactory report the funds for the current financial year will be released, otherwise a BWP will be called to review and recommend necessary action. Recipients will be kept informed and given an opportunity to respond to any issues raised.
By 15 th Sept	Applications received from any new RG applicants - new applicants may apply however the award will be for the remainder of the Council term
Sept FC	Reports from existing RG recipients on Agenda to be noted, any recommendations from BWP to be agreed.
	BWP reviews applications received as part of budget setting process

Nov FC	Council considers draft budget, to include recommendations for RG awards
Nov/Dec	Budget WP meets to make amendments
January FC	Budget agreed. Any RG awards stand for the term of the council unless cancelled or amended.
Feb-Mar	Town Clerk notifies successful applicants and makes arrangements for completion of agreements as per agreed templates.

3. Notes

[1] a reporting pro-forma will be provided to each RG recipient. This is to include evidence that HTC's contribution to the project has been acknowledged in marketing materials.

[2] applicants must use HTC's revenue grants form, see Appendix 1

[3] to ensure consistency of decision making, applications will be scored using an agreed matrix (to be agreed)

[4] cancellation terms will be included in the funding agreement.