



HASLEMERE TOWN COUNCIL

Grants Process

Haslemere Town Council awards grants to groups and organisations that are supporting and encouraging activities within the area which are beneficial to the community **as a whole and not to an individual or limited-small number of residents**. There are two different types of Grant:

1. Small Grants
2. Annual Revenue Grants

General rules applying to all grants.

The consideration for awarding **any** grant, subject to availability of funds, is based on the following criteria:

- i) All grants of whichever type follow the same requirement for the applicant organisation to complete and submit a grant application form accompanied by supporting financial documents as listed in [v] below. This ensures that **all** grant applications incur the same level of scrutiny and financial controls.
- ii) Grant requests will only be awarded for **specific** project costs.
- iii) No funding is available to contribute to a surplus for charitable distribution or to increase an organisation's reserves.
- iv) Organisations' are required to provide a report on how previous monies awarded by the Town Council have been spent, before they receive a further grant.
- v) All applications must be accompanied by either a financial report [income & expenditure account and balance sheet] made up to a date not more than six [6] months prior to the date of the application or, for new initiatives, a forecast budget of income and expenditure relating to the grant application.
- vi) Retrospective Grant applications are not permitted.
- vii) Grants are considered **more favourably** on a 'matched funding' basis **where the applicant organisation has endeavoured to seek funding from other grant funding sources**.
- viii) All projects should acknowledge Haslemere Town Council's financial contribution where possible in **any** marketing material. A photograph with a Council representative to promote the project may be requested.
- ix) Only proofs of purchase made out in the name of the recipient organisation can be submitted when claiming grant monies. **Under no circumstances are personal receipts acceptable for grant reimbursements**. This information is included in Notes for Applicants on the application form but Grant recipients must be reminded of this requirement at the time of confirmation of the grant award.
- x) All grant funds awarded must be claimed within the specified validity period.

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- xi) Grant payments are made either by cheque or BACS to the recipient organisation and not to an individual
- xii) The grant applicant or a representative from the organisation requesting the grant should attend the Grants Committee meeting in order to answer questions relating to the grant, or to answer questions relating to how previous grant funding was utilised. If representation is not made at the appropriate Grants Committee meeting the grant application may be deferred to the next meeting.

An electronic grant register is held at the Town Hall of all grant applications and sums awarded, together with a record of when funds are claimed and paid. This register enables Members and Officers to quickly identify grants awarded and the amount of awarded funds waiting to be drawn down.

Small Grants

Small grants are **generally non-recurring** applications from local organisations and groups for community based activities and projects. Small grants are **generally of low value [less than £1000] limited to £1000.**

Small grants should generally be for capital projects but under exceptional circumstances awards are made for revenue applications but the total funds awarded for small grants revenue applications in a financial year **must not exceed 30%** of the annual small grants budget.

Comment [d1]: The F&A Committee is seeking the Grants Committee's views on this amendment.

1.1 Applications

Completed application form supported by financial documents as specified under General Rules on Page 1 of this document.

1.2 Consideration/Approval

Grant applications **must** show that the applicant has endeavoured to raise funds from other funding authorities or organisation or by running fund raising events. **will be more favourably received.**

The application and supporting financial papers are then considered by the Grants Committee who meet every four [4] months. Consideration is given to the community benefits, viability, recipient's fund raising ability and financial status, match funding and/or previously awarded grant funds.

Once the Grants Committee have ruled on an application, their recommendation is considered at the next full Council meeting for approval.

1.3 Notification of Grant Award

Upon formal approval of a grant award by full Council, the **Town Council** communicates in writing to the recipient organisation that they have been awarded a grant, the process and documentation required for claiming the funds and the expiry date for the awarded grant.

1.4 Payment

Payment of grants will only be made by the **Town Council** against production of an original invoice or invoices made out to the recipient organisation only, for goods or services provided in connection with

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the specified grant application. In some circumstances the amount claimed may be less than the awarded grant if costs come in below the anticipated figures. Payments of sums above the grant award are not permitted.

Grant funds should normally be drawn down in one amount.

1.5 Grant Validity

The Grant will automatically lapse if not taken up within six [6] months of the date of the Council meeting at which the application was approved. If not drawn down within the six month period, the grant funds are no longer available and the applicant organisation would be required to submit a further grant application for consideration by the Grants Committee. If the applicant organisation believes there to be exceptional circumstances preventing the funds being drawn within the six month period, the Responsible Financial Officer and Chairman of the Grants Committee have delegated authority to extend this period by three months.

As a courtesy, a reminder letter/email will be sent to the applicant organisation one [1] month prior to the expiry of the grant award as a reminder that the funds have not yet been claimed.

Annual Revenue Grants

Annual Revenue Grants, as their name indicates, are for revenue purposes and are generally awarded only to organisations that provide a **significant** service to the community.

Examples of organisations currently receiving Revenue Grants are:

- Citizens' Advice Bureau [in support of running costs of the Haslemere CAB]
- HOPPA bus service [community transport service]
- Visitor Information Centre [VIC], paid to Haslemere Education Museum to support the VIC running costs, mainly salaries.

2.1 Application

Annual Revenue Grants must be applied for **annually** and relate to organisations that Haslemere Town Council is keen to support and whose contribution to the community is widely recognised. Applications supported by the necessary financial documents must be **submitted by 31st 30th-August** for a grant **to be considered** for inclusion in the budget for the following financial year [April to March].

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The exception to the annual application process is the Citizens' Advice Bureau [CAB] which applies every three [3] years and grants for the years 2015/16, 2016/17 & 2017/18 were approved by Council on 20th November 2014. Their next application **for consideration** would need to be submitted by **31st 30th-August** 2017.

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2.2 Consideration/Approval

Consideration of the revenue budget is made by Full Council during the budget process which commences in September and is finalised in January **for the next financial year [April-Mar]**.

2.3 Notification of Grant Award

Once Annual Revenue grants have been considered and approved by Council and included in the budget, as soon as the new financial year commences, the **Town Council** communicates by writing/email to the recipient organisation that they have been awarded a grant, the process and documentation required for claiming the funds and the expiry date for the awarded grant.

2.4 Payment

Annual Revenue Grant recipients are entitled to claim the full amount of the awarded grant at any time during the financial year for which the grant is awarded, **subject to supplying a copy of their latest audited accounts or accounts approved by an independent accountant.**

2.5 Grant Validity

An Annual Revenue Grant will automatically lapse if not taken up within the financial year for which the grant was budgeted/awarded. **Under no circumstances can an Annual Revenue Grant be carried forward into another financial year without a special resolution by Council.**

As a courtesy, a reminder letter/email will be sent to the applicant organisation one [1] month before the expiry of the grant as a reminder that the grant has not yet been claimed.