



HASLEMERE TOWN COUNCIL

Small and Green and Revenue Grants

Terms of Reference

(Adopted 2025)

1. Background

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 small number of residents.

There are three different types of Grant applications that the Council awards:

1. Small Grants;
2. Green Grants; and
3. Annual Revenue Grants

Decisions on Small and Green Grants up to £500 are delegated to the Clerk with either the Chair of Finance and Governance (small grants) or CBEC (green grants).

Small and Green grants over £500 are decided by Finance and Governance or CBEC committees respectively (hereafter referred to as the 'relevant committee').

Revenue Grant applications are decided by Full Council.

The Town Clerk or other officer as from time to time appointed by the Clerk shall be responsible for the day to day administration of grants matters.

2. Small and Green Grants

i. General rules:

Grants cannot be awarded to:

- Schools or other organisations which are funded by other levels of government.
- Individuals.
- Any organisation which does not have a bank account in its own name.

Additionally, grants cannot:

- contribute to a surplus for charitable distribution or to increase an organisation's reserves
- be awarded retrospectively
- exceed £1,000

Successful applicants must acknowledge HTC's contribution in their marketing / promotional material and where appropriate participate in promotional photo calls with either the Mayor or relevant councillor(s).

Only one application will be considered from an organisation in each financial year.

Grants awarded for revenue items will not be considered on an annual recurring basis.

Grants will not normally be awarded for 100% of the total project cost. Where council is being asked to fund the full amount, the applicant must give an explanation as to why other funding sources not been sought and/or obtained.

See additional guidance on applying for a green grant at Appendix 1

ii. Applications

All Grant Applications must be on Haslemere Town Council's application form and, be accompanied by financial / other information as requested.

The Grants application form contains a checklist for applicants to certify that they meet the criteria for the award of grant before making their application.

iii. Consideration / approval

1. Applications for grants under £500 will be decided under delegated authority as set out above.
2. All other applications for small or green grants must be received at least 5 working days before the next relevant committee meeting.
3. Before the Agenda is finalised, the Clerk and Chair of the relevant Committee will meet to review the grant applications. Using an agreed checklist, they will assess whether the applications meet the grant award criteria.
4. Those which do not will be returned to the applicant stating why their application has been returned and inviting them to resubmit, should their circumstances change.
5. Applications in excess of £1,000 may be referred to the next Full Council meeting.
6. Other valid applications which meet the criteria will be placed on the Agenda.
7. Those applicants whose applications are accepted for the Agenda will be invited to speak at the meeting where their application is considered.
8. Any Member of Council, whether on the grant-awarding committee or not, may 'call in' an application in advance of the relevant committee meeting, in writing, to the Clerk. In this instance the application will not be considered by the relevant committee and will instead be placed on the next Full Council agenda for consideration.
9. All other applications will be considered by the relevant committee who will make decisions as to the level of award, so long as the set small grants budget is not exceeded.
10. When considering a small or green grant application, the relevant committee will consider the following:
 - Community benefits, including the number of residents benefiting from the grant.
 - Viability of the scheme and of the organisation's ability to deliver it.
 - Applicant's financial status, including reserves held.
 - Previous grant awards to the organisation applying
 - Whether the applicant endeavoured to raise funds from other funding sources

iv. Notification

The Clerk will notify the applicant of the Committee's decision in a timely manner, and at least within 7 working days of the meeting. The letter will explain the process and documentation required for claiming the funds and the expiry date for the awarded grant.

Payment of grants will only be made against production of an original invoice or invoices made out to the recipient organisation, for goods or services provided in connection with the specified grant application. .

v. Grant Validity

The Grant will automatically lapse if not taken up within six [6] months of the date of the committee 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 Relevant committee. If the applicant organisation believes there to be exceptional circumstances preventing the funds being drawn within the six month period, the Clerk has delegated authority to extend this period for a further period of up to six 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.

3. Revenue Grants

Revenue Grants are subject to a different process to the award of small and green grants, as set out below.

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 1st 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 15th 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 1st 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 15th 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.

APPENDIX 1 - Additional Green Grants guidance

Following the declaration of the Climate and Biodiversity Emergency in September 2019 Haslemere Town Council made a commitment to establish a ring-fenced green grants fund, to encourage and enable the reduction of greenhouse gas emissions and promote climate emergency mitigation schemes within Beacon Hill, Grayswood, Haslemere and Hindhead.

The primary aims of the Green Grants fund are:

- To help reduce greenhouse gas emissions in and around Haslemere, and
- To help promote biodiversity in and around Haslemere.

The fund may achieve these aims by supporting a diverse range of projects, activities and initiatives, including but not limited to: practical emission reduction activities, feasibility studies and research projects, and Climate Emergency-related awareness-raising or training.

Project “themes”

The Council anticipates that projects which fit into one or more of the following “themes” are most likely to be eligible for funding from the Green Grants Fund:

- sustainable methods and systems of transport
- reductions in energy use in homes, shops, businesses and elsewhere
- development and use of renewable energy sources
- production, sale and consumption of locally sourced and organic food
- reduction in consumption of animal products, including from livestock
- adoption of wildlife-friendly land and water management practices
- actively stopping biodiversity loss; encouraging biodiversity gain and protecting habitats
- education within our local community, to inform and encourage positive action

Innovative schemes which further the aims of this grant fund but do not necessarily fit into one or more of these themes are also welcome to apply.

Primary criteria

The fund has two alternative primary application criteria:

1. CO² savings per pound spent
 - A **reasonable explanation** should be provided of how the supported project is expected to either reduce CO² emissions (e.g. by encouraging cycling instead of driving) or increase CO² uptake (e.g. by planting trees), or both.
 - A convincing **numerical calculation** (quantitative estimate) of the estimated CO² savings* is **not** necessary, but will be considered favourably.
 - Innovative applications which aim to reduce local emissions of greenhouse gases other than CO² (such as methane) are encouraged and will equally be considered.
2. Biodiversity net gain
 - A **reasonable explanation** should be provided of how the supported project is expected to either reduce biodiversity loss (e.g. by protecting wildlife habitats) or encourage biodiversity gain (e.g. by making our lawns pollinator-friendly), or both.
 - A convincing **numerical calculation** (quantitative estimate) of the estimated biodiversity net gain** is **not** necessary but will be considered favourably.

Secondary criteria

In addition to meeting at least one of the primary criteria, applications will be at an advantage if the project fulfils one or more of the following criteria:

- Meets not just one, but **both** of the primary criteria
- Is **innovative** in its approach to CO₂ savings or biodiversity net gain

- **Leverages income** from additional sources, such as fund-raising
- Promotes and develops a stronger and more **sustainable community**
- Encourages **community engagement** around environmental sustainability
- Offers **long-term** benefits, beyond the duration of the project, for example by raising awareness in a future generation
- Offers **sustainable** benefits, for example by securing a site as a biodiversity asset in perpetuity
- Where the project is likely to be long-term or open-ended, includes a **clear plan** for how it will be funded after any grant awarded by the Town Council is spent

Helpful references

*A wide range of carbon calculators, tailored to a variety of uses, are available online. A good place to start is the Carbon Trust's "Carbon foot printing guide": <https://www.carbontrust.com/resources/carbon-footprinting-guide>

**Biodiversity net gain calculations are often quite complex, and few free calculators are available online. One of the most widely used is available from Environment Bank: <https://www.environmentbank.com/biodiversity-impact-calculator/>