

# **Bracknell Town Council**

## **GRANTS POLICY**

**&**

## **GUIDELINES**



## 1. General Principles

Bracknell Town Council is funded only by the local residents of Bracknell and therefore has only limited funds available to assist community organisations located and working in Bracknell for the benefit of Bracknell residents.

***Subject to funding being available, Bracknell Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Bracknell residents. The Council's financial support is provided by way of Grants which are decided against conditions set by the Bracknell Town Council. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.***

The Town Council's Policy on Annual Grants is based on the principle of encouraging and enabling local community organisations to deliver local projects to the residents of Bracknell. In general, the following principles apply:

- Funding will be given on a need basis, merit of the project and overall benefit to the local community
- Applicants must clearly show how any assistance given will benefit the people living in Bracknell or the environment of Bracknell
- Funding will normally only be awarded **up to** a maximum value of **£6,000** depending on the Council's budget allocation and may be subject to constraint
- All funding given will be subject to monitoring and evaluation of the outcome of the grant
- Organisations should not make a presumption that funding will continue on a year to year basis

## 2. The Aims of the Councils Grant making Policy

- To enable local people to participate in voluntary groups and activities
- To help the Town's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Bracknell Town residents to the services it provides and funds

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

## 3. General Conditions

- All grant recipients are asked to acknowledge the Bracknell Town Council contribution.
- There is no general funding for projects – Grants will only be awarded for specific costs.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves
- 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.
- The not-for-profit organisation must have clearly stated aims and objectives
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Bracknell in general.
- Matched funding will be required for some projects if approved.

- Costs for general routine maintenance of buildings and equipment are not eligible
- Grants will not be awarded for organisations to pass on money to others
- Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves

#### **4. Who can apply to the Bracknell Town Council Annual Grant Scheme?**

Groups who:

- are voluntary or community groups based in Bracknell
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of the Bracknell people or the environment of Bracknell

#### **5. What type of Projects will be considered for the Annual Grant Scheme?**

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Village halls
- Community transport
- Elderly and disabled
- Disadvantaged Groups/Self Help Groups
- Sustainable Community environmental projects

#### **6. Who cannot apply to the Bracknell Town Council Annual Grant Scheme?**

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups
- Bodies to pass on grant funding to others

#### **7. How to apply for a Bracknell Town Council Grant**

Application forms are available from Bracknell Town Council.

Write to:

Bracknell Town Council

Brooke House

54 High Street

Bracknell,

RG12 1LL

Telephone: 01344 420079

Email: [enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk)

Download: [www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk)

## **8. What happens after I apply to Bracknell Town Council for a Grant?**

Your application form will be checked along with the enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information. Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation. Applications must be received by 1<sup>st</sup> October each year in order to be considered as part of the budget process. Grants that have been awarded will be presented in May of the following year at the Annual General Meeting of the Town Council.

A working Group of Councillors will review all Grant applications received and put a recommendation to the Strategy and Finance Committee for consideration as part of the budget setting process for the following year. The Strategy and Finance Committee will recommend a level of spending and a list of grants for approval to Full Council for ratification along with the budget and precept.

Exceptional Funding requests (up to a maximum of £500) will be considered by the Working Group and if a majority (3) agree with the request the Town Clerk will be instructed to pay the agreed amount to the applicant and a report will be given to the next Strategy and Finance Committee meeting.

Grants will be assessed using the following criteria:

- A completed application form
- if you have received a grant before
- how your group is set up and managed
- your finances and the financial need for funding
- what need/demand there is for your project
- support and involvement for the wider community
- efforts to secure other sources of funding
- if your project provides value for money for the residents of Bracknell

## **9. What information will I have to provide?**

- Your aims and objectives
- Your organisations constitution or set of rules and your annual report if applicable.
- The most recent copy of your approved accounts.
- Copies of any permissions required for third party use. (e.g. licences or land rent)
- An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- Thorough and accurate project costings
- Details of any grants received within the last 5 years.
- If incorrect information is supplied this will invalidate the application

## **10. What happens if I get a grant?**

Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or a time frame agreed as part of the grant approval.. A report will be provided to the Town Council to update us on how your project has achieved its aims. Any amount not used **MUST** be repaid in

full. Recognition must be given to Bracknell Town Council for any contribution given; this might include listing on any advertising. Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

## **11. What is the time-scale for awards?**

Applications for grants are only awarded once a year. All applications must be submitted to the Town Council by 1<sup>st</sup> October each year, in order to qualify for funding in the following financial year. If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us, this is normally completed early in the new year. Grants will be paid out at the Annual General Meeting of the Town Council held each May.

## **12. Exception Funding**

- The Town Council will set aside £2,000 each year in order to provide small ( $\leq$ £500) exceptional funding grants.
- No organisation will have more than one small grant application considered in any financial year.
- No organisation will receive an exceptional funding grant for more than two consecutive years.
- Organisation which have already received an Annual Grant will be eligible to apply for an exception funding grant only if the application is for a 'new' and 'exceptional' funding need.
- Organisations applying for an exceptional funding grant must satisfy the Council that the grant will be spent for the benefit of local people and that the money is not available from any other source.
- Exceptional grants are not payable for the benefit of individuals.
- The Council reserves the right to refuse to consider applications it considers inappropriate.