

GRANT SCHEME



Penrith Town Council

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1. Policy Statement

- 1.1 This document sets out the procedure for grant applications to Penrith Town Council.
- 1.2 The Council is committed to support a range of causes, projects, and events each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.
- 1.3 The Council makes an annual budget provision for grants to help meet its aims. Grants come from the Council's council tax income and a key principle of this Scheme is to ensure that grant expenditure is open and transparent.
- 1.4 Small grant/Grow Nature Fund applications will be considered providing sufficient funds remain in the budget i.e., the budget will be allocated on a "first come, first served" basis. Large Grant Applications received by the closure time will be considered equally.
- 1.5 The Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
- 1.6 The Small Grants Scheme is for grants of a value up to £1,000. Applications for this scheme are considered and decided throughout the year by Council officers, and reported to the Community, Culture and Economic Growth Committee meeting, (CCEG). There is an annual budget of £15,000.
- 1.7 The Penrith Grow Nature Fund encourages and supports local green projects, and its value represents £1 for each person in Penrith, approximately £15,500. Each applicant can apply for a grant up to £1,000. Applications for this scheme are considered and decided throughout the year by Council officers, and reported to the Community, Culture and Economic Growth Committee meeting.
- 1.8 The Large Grants Scheme is for grants of a value more than £1000; normally grant awards will be limited to a maximum of £5,000. Applications for this scheme are considered by the Community, Culture and Economic Growth Committee. The annual budget is £36,500.
- 1.9 All the Council work is within the GDPR 2018 framework and respects the confidentiality of individuals, personal data, and sensitive personal data.
- 1.10 On receipt of an application it will be scrutinised by the Economic Development Officer and the Responsible Finance Officer using the criteria within this Scheme. Applications are then submitted to the Community, Culture and Economic Growth Committee, where councillors reach their decisions and make the awards.
- 1.11 Applicants may be invited to attend the meeting to provide clarification for their application. Any points of clarification will be duly recorded and if appropriate, further documentation from the applicant will be sought and secured with the grant application.

2. Application Principles

- 2.1 Applications must be fully completed using the appropriate editable application form (as attached) and submitted with the required supporting documentation, otherwise there may be a delay to the application being considered.
- 2.2 Applicants are recommended to also apply for alternative sources of funding in addition to the Council's grants schemes.
- 2.3 Applications should be from registered charities or not-for-profit organisations who have a bank account and a constitution.
- 2.4 If an application is refused there is no right of an appeal.
- 2.5 The Council will give preference to grant requests towards specific projects but may consider supporting ongoing running costs if an applicant can provide evidence that lack of funds will have an adverse effect on the Town and its residents.
- 2.6 Each application will be assessed against the following outcomes:
 - a) The furtherance of the well-being of the community, either generally, or for a specific purpose which is not directly controlled or administered by Penrith Town Council.
 - b) Creates opportunities and supports initiatives for the residents of Penrith that are not, as a matter of course, funded by Penrith Town Council.
 - c) Provides a new or improves an existing asset or service which will benefit Penrith.
 - d) Enhances the profile and/or reputation of Penrith.
 - e) Encourages tourism.
 - f) Improves the Town's prosperity providing entertainment, recreational, art, and cultural opportunities.
 - g) Supports and encourages equality, diversity and inclusivity.
 - h) Protects and improves the Town, the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life and its attractiveness as a place to visit.
 - i) Protects and conserves historic and notable buildings, and the heritage and character of Penrith.
 - j) Supports public and community transport schemes.
 - k) Protects local amenity, green spaces, and the environment.
 - l) Fulfilment of an inescapable legal or health and safety responsibility.
 - m) For the Grow Nature Fund, evidence of their approach to Biodiversity and sustainability.
- 2.7 An organisation can only apply for an annual grant up to a maximum of three times in a Council four-year term. Each application should be for a new project on each occasion.
- 2.8 For the Larger Grant Scheme, it is the responsibility of the applicant to ensure that the application is submitted within the agreed deadlines.

Restrictions on re-applications

- 2.9 Applications that have been refused will be closed.
- 2.10 Applicants may not re-apply for a grant for the same or similar scheme.

Successful applications

2.11 Successful applicants will be advised in writing. Funds must be used for in the year for which they are approved. If the applicant wishes to extend this period, the request should be made in writing. Any conditions placed on the funding will have to be met before funds are released.

Ineligibility

2.12 The Town Council will not consider applications for or from the following:

- a) Statutory services.
- b) Expeditions or trips.
- c) Replacement for statutory funding.
- d) Bursaries or scholarships.
- e) Projects from organisations based outside Penrith nor whereby the main benefits are not to Penrith nor Penrith's residents.
- f) Individuals.
- g) Hospitality.
- h) National Charities operating overseas.
- i) Salaries or routine administration costs.
- j) "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- k) Private organisations operating as a business to generate a profit or surplus, including limited companies.
- l) Projects with party political links or which discriminate on any grounds or whose membership is closed and not open to all, apart from groups established to meet a specific need such as but limited to youth group's single sex groups, and groups for individuals with learning difficulties, mental health, or sensory needs.
- m) Buildings that are uninsured.
- n) A project that competes or conflicts with any service, project or event being supported, organised, or funded by the Town Council and Penrith Stakeholders.
- o) If the income and resources of an applicant meets the amount applied for and provide sufficient funds for the organisation to operate after the project, the application will not be considered.
- p) Applications will not be considered from national organisations or local groups/branches with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- q) General appeals, sponsorship, or other fundraising activities.
- r) Retrospective funding.

Monitoring

2.13 In order to ensure value for money and good use of funding, successful applicants will be subject to a monitoring regime. This will involve the submission of an annual report detailing the use of the grant money, the expenditure outcome, and compliance with any conditions, copies of quotations and/or invoices an outrun report and other qualitative results. A specific monitoring mechanism may be decided and for Large Grants will be recorded in a Service Level Agreement.

3. Limitations

- 3.1 If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, they will not receive another grant in the same financial year.
- 3.2 The Council may attach conditions to a grant, which must be met and where appropriate, before any payment can be made.
- 3.3 The Council may provide a grant using stage payments where appropriate.
- 3.4 Grants are subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.
- 3.5 The awarding of a grant in one year does not set a precedent for another year.
- 3.6 Applications from schools, colleges, FE evening, classes health, education, or social services will be considered where there are benefits to the wider community and the project is in addition to statutory service.
- 3.7 The Council may request a copy of receipts, invoices, and other documentation as evidence that the expenditure has been properly incurred. It will therefore be beneficial if quotations could be included as part of your supporting documentation.
- 3.8 For grants more than £1,000, all organisations are required to complete and sign a service level agreement (SLA) and provide an outturn report to demonstrate how the grant was spent. The report will need to be submitted to the Council within 12 months of the award date.
- 3.9 The Council may request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or other fundraising activities.
- 3.10 In the case of the grant awarded for projects for which additional match funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured, subject to a time limit of 12 months from date of approval. After this 12-month period, the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant.
- 3.11 Organisations seeking funds for buildings must demonstrate clear ownership of the relevant property.
- 3.12 The size of any grant awarded is at the discretion of the Council.
- 3.13 Grants must be spent within one year and restricted to the purpose for which they were given.

- 3.14 The Council will require reimbursement of a grant if the organisation to which it has been awarded is dissolved, in the event of the grant not being used for the purpose specified on the application form and will seek reimbursement of the money paid in the event of any breach of conditions of the grant.
- 3.15 A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 3.16 Any underspent portion of the grant must be returned to Penrith Town Council within 12 months of the award.
- 3.17 Equipment purchased using grant funding which is going to be disposed of, must be offered to the Council to enable other eligible organisations an opportunity to use the equipment if the item remains in good and safe order.

4. Grant refusal

- 4.1 The Council will refuse any application considered inappropriate or not meeting the objectives of the Council.
- 4.2 Paragraph 2.15 describes the organisations and projects that will not be supported. This section provides details of further possible reasons for refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:
 - a) Application does not meet the eligibility criteria.
 - b) Application is not complete.
 - c) Inadequate governance and H&S mitigation.
 - d) Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
 - e) Standard mandatory requirements are not in place/being met.
 - f) Does not fit in with the key priorities of the Council.
 - g) The project is considered too high risk for public funds to be contributed to it.
 - h) The business case is considered flawed or unsustainable.
 - i) The Council does not hold any more funding for grants.
 - j) Any other relevant reason(s), which are considered important enough to warrant refusal to safeguard the Council and the local public funds.

5. Following a successful application

- 5.1 Organisations will be notified of the outcome of their application as soon as possible after the meeting by letter.
- 5.2 If conditions are applied to a grant, the applicant must confirm acceptance of the grant and its conditions.
- 5.3 Organisations will be required to acknowledge receipt of the grant.
- 5.4 As a condition of receiving a grant, organisations will be required to acknowledge Penrith Town Council's support in their publicity material, documentation, webpages, or project signage and are expected to positively promote the Council.
- 5.5 For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
- 5.6 All organisations if requested are required to attend the Annual Town Meeting to make a presentation to the town on how their group has benefitted from the grant.

6. Small Grant Up to £1,000

- Small grant applications will be considered throughout the year by Council Officers who will report their decision to the CCEG Committee. The budget available is £15,000.
- Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 24	A high score indicates that the application meets at least two outcomes fully. A very high score here will indicate meeting three or more outcomes fully. 6 points will be allocated per outcome as detailed in the guidance attached 2.6.
Value for money	Up to 15	A high score indicates that: <ul style="list-style-type: none"> • The application provides a cost-effective use of Council funds. • The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. • There is evidence of partnership funding/in kind support Up to 5 points 'value for money' per requirement
Strong governance	Up to 13	A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place. Applicant supplies the following: Strong, transparent constitution clearly identifying responsibilities and equality of opportunity (4) Robust Finances (4) Examples of previous projects undertaken (3) Relevant Policies (2)
Fits well with Town Council Business Plan	Up to 18	A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council</u> <u>3 points will be allocated against each aim.</u>

- An application must score at least 6 points on governance and achieve an overall score of at least 24 to be awarded a grant.
- Subject to these provisions, and to budget being available, the Council will award grants to those applications which achieve the highest score in the current round of funding.

7. Penrith Grow Nature Fund up to £1,000

- The purpose of the Grow Nature Fund is to encourage and support local green projects and its value represents £1 for each person in Penrith, approximately £15,500.
- The Council can make grants to greening and In Bloom projects from this fund.
- Funded projects must deliver a clear and demonstrable benefit to the natural environment. Here are some examples:
 - Conversion or restoration of community greenspace to wildlife habitat: community orchards, ponds, wildflower meadows/verges, native hedges, street trees or woodlands
 - Environmental improvements to a community area, town centre greening, installation of bee bricks, bug hotels, swift boxes, nest boxes, tree planting
 - Initiatives to reduce single use plastics.
 - Local wildlife training and monitoring schemes.
 - Schemes to reduce invasive species, litter, noise, or light pollution in the environment.
 - Environmental aspects of a heritage restoration scheme
 - Initiatives to help local people to connect with their environment.
 - Activities which encourage people to grow nature and increase the public understanding and enjoyment of wildlife and heritage.
- Priority will be given to schemes, which result in tangible examples of environmental growth, for example new habitats or an increase in the health of native wildlife.
- Any locally constituted and recognised 'not for profit' organisation which seeks to serve the people of Penrith is eligible to apply.
- Grant applications will be considered throughout year by Council Officers who will report their decision to the CCEG Committee and Penrith Climate Change Action Network (PECCAN)

Applications will be scored as follows:

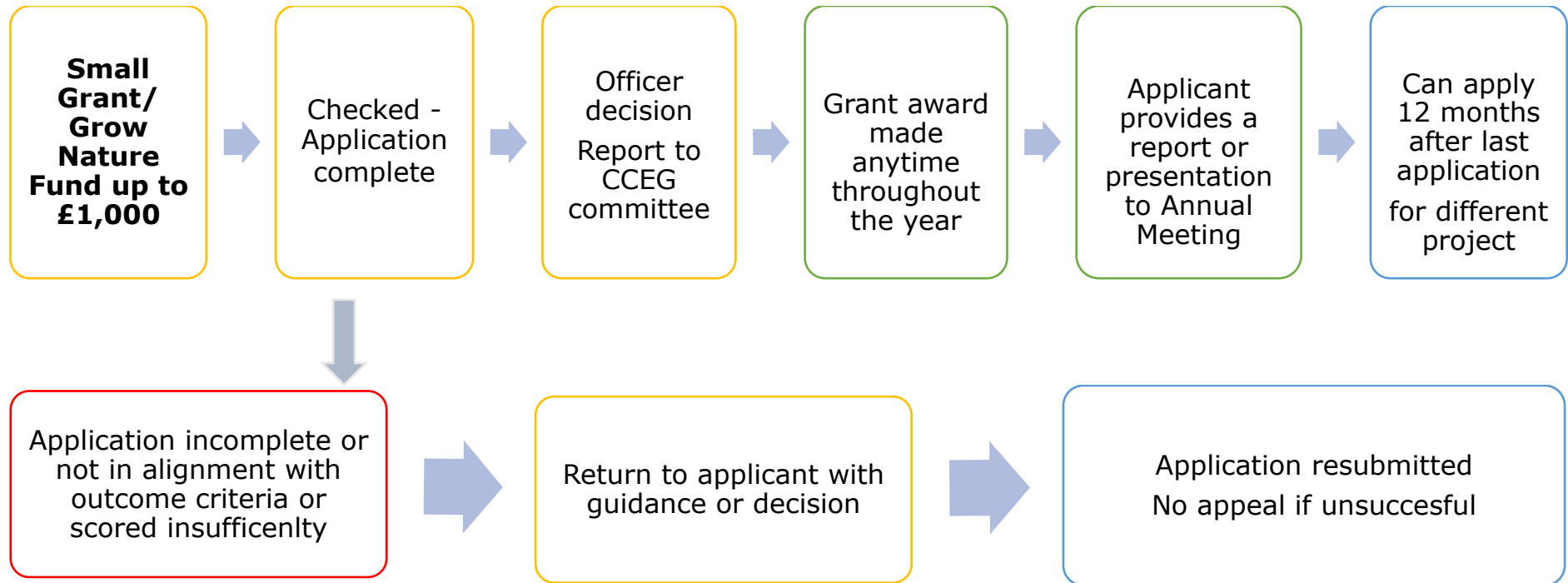
Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 20	A high score indicates that the application meets at least two outcomes fully and provides a legacy of benefits to the community. A very high score here will indicate meeting three or more outcomes fully. 4 points will be allocated per outcome identified as a to l with 8 points for m as detailed in the guidance attached.
Value for money	Up to 15	A high score indicates that: <ul style="list-style-type: none"> The application provides a cost-effective use of Council funds. The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. There is evidence of partnership funding/in kind support Up to 5 points awarded per requirement
Strong governance	Up to 13	A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place. Applicant supplies the following: Strong, transparent constitution clearly identifying responsibilities and equality opportunity(4) Robust Finances (4) Examples of previous projects undertaken (3) Relevant Policies (2)
Fits well with Town Council strategic aims	Up to 22	A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council:</u> 1 point will be allocated against each aim up to 6 points. and <u>Climate Change Strategy:</u> 4 points will be allocated against each priority up to 16 points

- An application must score at least 6 points on governance and achieve an overall score of at least 24 to be awarded a grant.
- Subject to these provisions and to budget being available, the Council will award grants to those applications which achieve the highest score in the current round of funding.

The award will be reported to the Community, Culture and Economic Growth Committee meeting.

Any funds unallocated by 1st January of any year may be declared available for redistribution by the Council to the Mayor's charity.

8. Small Grant & Penrith Grow Nature Fund application process flow chart.



9. Large Grant Scheme- £1,000 to £5,000

All the following **mandatory requirements** must be met by applicants:

Application Form: All the questions must be answered comprehensively.

Provide copies of:

- a) The organisation's most recent audited/independently examined accounts and/or bank statements.
- b) A current Public Liability Certificate
- c) Specific events or projects Insurance Certificates and risk assessment*
- d) If staff will be involved Employee Liability Insurance Certificates. *
- e) Buildings insurance if an application relates to funding towards this purpose.
- f) Full contact details for the applicant as well as any registered address for the organisation must be supplied.
- g) A copy of the constitution for the organisation.
- h) Equal Opportunities and Diversity Policy
- i) Safeguarding Policy
- j) Health and Safety Policy
- k) Biodiversity Policy*
- l) Child Protection or Vulnerable adults Policy*
- m) Climate Change Policy/Statement

***Whichever are most appropriate to the application.**

Provide information or evidence of:

- n) **Match funding/Supplemented Funding** - the applicant must demonstrate that this is in the process of being sought or is already committed up to the value of 20% of the project.
- o) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Penrith. All applications must clearly demonstrate how this will be achieved by meeting four as a minimum of the outcomes listed in 2.6.
- p) Local suppliers being used where possible. If local suppliers are expensive than suppliers from other areas, evidence should be supplied with the application.

The deadline for applications to be considered for this scheme shall be set by the Responsible Finance Officer to correspond with the Council's budget setting cycle. The deadline date shall be published as soon as practicable.

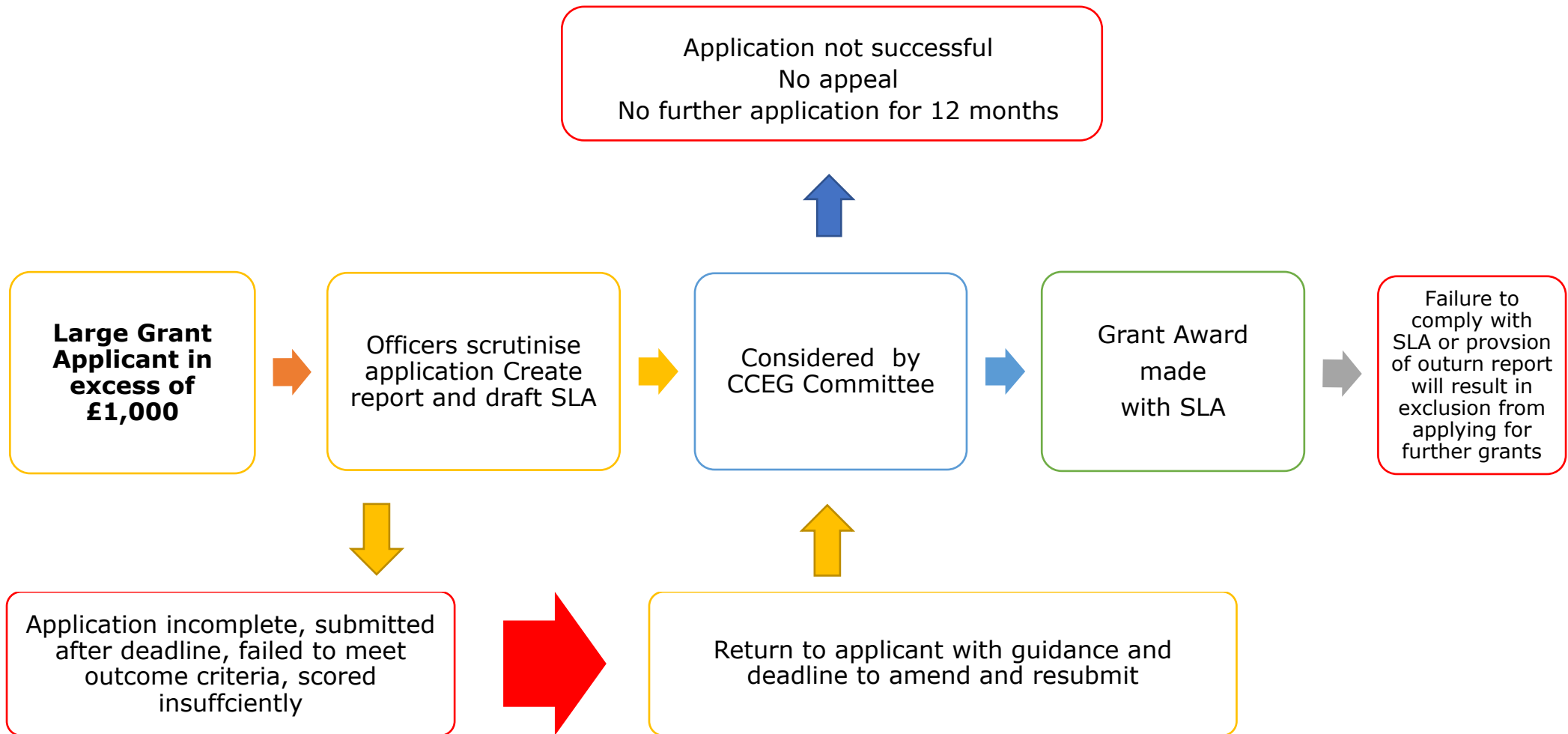
Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes. 2.6 a) to m)	Up to 24	A high score indicates that the application meets at least four outcomes fully and provides a legacy of benefits to the community. A very high score here will indicate meeting five or more outcomes fully. 6 points will be allocated per outcome as detailed in the guidance attached 2.6.
Mandatory Requirements a) to m)	Up to 26	A high score indicates that the application complies fully with the mandatory requirements for a large grant application. Applications scoring 18 and above will go forward for Members consideration as * items may not be relevant. 2 points per requirement
Value for money	Up to 8	<p>A high score indicates: (2 points per requirement)</p> <ul style="list-style-type: none"> • Matched or Supplemented by other funding sources. • The outcomes and outputs of the project are satisfactory and reasonable in terms of the level of finance requested. • Quality and quantity measures are included to provide an indication of what will be achieved. • Provide a cost-effective use of Council funds with evidence that the best prices have been obtained to deliver the proposed activity.
Strong governance	Up to 14	<p>A high score indicates:</p> <ul style="list-style-type: none"> • Strong, transparent constitution clearly identifying responsibilities and equality. • The applicant has good control structures within its organisation • Robust Finances • Robust risk assessment process is in place. • Insurance arrangements are in place. • A Proven track record – delivering projects/events/activities. • That individuals involved/members in the organisation exceed 5

Criterion	Score	Definition
Fits well with Town Council strategic aims and policies	Up to 18	<p>A high score indicates a good fit with the stated <u>corporate aims of Penrith Town Council:</u></p> <p>up to 10 points 2 points against each corporate aim</p> <p>and <u>Climate Change Strategy:</u></p> <p>up to 4 points 1 point against each aim</p> <p>and <u>Procurement Policy Local Rules:</u></p> <p>2 points</p> <p>and <u>Equality and Diversity Statement:</u></p> <p>2 points</p>
Meets an identified need	Up to 10	<p>A high score indicates that the applicant has identified a clear community need with evidence that the majority of those benefiting residents of Penrith.</p>

- An application must score at least 6 points on governance and achieve an overall score of at least 50 to be awarded a grant.
- Subject to these provisions, and to budget being available, the Council will award grants, which achieve the highest score.

10. Large grant application process flow chart



11. Contact us:

This scheme is issued by the Community, Culture and Economic Growth Committee of Penrith Town Council.

The scheme is managed by the Town Clerk and the day-to-day administration of the process is delegated to the Economic Development Officer.

If you need assistance completing the application form, please contact us:

Contact the Economic Development Officer on:

01768 425 853

economicdevelopmentofficer@penrithtowncouncil.co.uk

Penrith Town Council, Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

This policy and application forms can be found on the Council's website:

www.penrithtowncouncil.co.uk