

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

Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

 **COMMUNITY GRANTS**

Penrith Town Council has powers to award grants to local organisations to support their activities in the Parish of Penrith. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed. Penrith Town Council allocates a specific amount of money to be made available as grants to organisations, clubs, societies and groups who help to build a sustainable community and economy for the residents of Penrith. Grants are restricted to voluntary or non-profit making organisations based in Penrith.

Grant funding applications are considered throughout the year by the Council’s Community, Culture and Economic Growth Committee (CCEG). Completed applications must be submitted at least 10 working days prior to the meetings. Notice of meetings au available on the Council’s website.

**WHO CAN APPLY FOR A GRANT?**

The applicant must be able to demonstrate to the Council that any funds provided will be of benefit to the people living within the Town and that the benefit is commensurate to the expenditure. Grants will only be provided to recognised, bona-fide, non-profit making organisations or groups. Grants **cannot** be made available to individuals, nor can they be made available to business or profit-making organisations. Limited companies may not apply.

**THE GRANT SCHEME IS UNABLE TO SUPPORT:**

* Routine running costs
* Salary or routine administration costs
* Individuals
* Charities operating overseas or to a fund established to help persons outside the UK
* Projects with party political links
* Projects which discriminate on the grounds of race or religion
* Applications to cover costs that have already been incurred
* Services which should be provided by statutory funding

**AWARDS WILL NOT NORMALLY BE MADE TO:**

* Branches that could be funded by their main organisation
* For buildings that are uninsured

**HOW MUCH CAN ORGANISATIONS APPLY FOR?**

Organisations can apply for amounts between £100 and £5000. Larger grant applications can be considered by the Full Council.

**APPLICANTS SHOULD BE AWARE THAT:**

* The organisation should have a bank account in its own name.
* All grant is subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.
* The Council will give preference to grant requests towards specific projects but, in exceptional circumstances, may consider supporting ongoing revenue costs if an applicant can provide evidence that lack of funds will have an adverse effect on the Town and its residents.
* Organisations will be expected to explore alternative funding opportunities which may exist as well as fund raising for their project before applying to the Council.
* The Council may attach special conditions to a grant which must be fulfilled before any payment can be made.
* Grants may be paid in stages as a project progresses and evaluation and monitoring procedures take place.
* Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
* Grants must be spent within one year and restricted to the purpose for which they were given.
* The Council would expect reimbursement of a grant if the organisation to which it has been awarded is dissolved.
* Organisations are generally restricted to one application for grant aid during the financial year 1st April to 31st March. However, the Council may consider additional applications during the same financial year if surplus grant funding is available.
* The awarding of a grant in one year does not set a precedent for another year.
* Applications from schools will be considered where a clear benefit to the wider community can be demonstrated.
* Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.

**THE APPLICATION PROCESS**

* Applications for grants will be considered by the CCEG Committee which meets bi-monthly (dates can be found on the website diary).
* For the application to be considered at the next available meeting all relevant paperwork will need to be submitted to the Town Council a minimum of 10 working days prior to that meeting. Any grant applications in excess of £5000 which the CCEG Committee resolves to recommend for approval must also be discussed and approved by the full Council.
* Applications must be submitted on the prescribed form which can be downloaded from Penrith Town Council’s website or obtained by contacting officers at the Town Council Office.
* Along with supporting information, you will be required to submit a copy of the latest set of approved accounts and a copy of the groups Constitution or similar document.
* The Council reserves the right to request a copy of quotations, invoices and other documentation as evidence that the expenditure has been incurred. It would therefore be beneficial if quotations could be included as part of your supporting documentation.
* If your application is not fully completed or is submitted without all relevant supporting documentation it will be returned for completion.
* Please bear in mind that applications will be reviewed shortly after the deadline dates so any delay caused by incomplete forms may mean that the application will not be considered until the following meeting.
* Organisations will be notified of the outcome of their application as soon as possible after the meeting by letter.

**FOLLOWING A SUCCESSFUL APPLICATION**

* Organisations will be required to acknowledge receipt of the grant.
* As a condition of receiving a grant, organisations will be required to acknowledge Penrith Town Council’s support in their publicity material.
* For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
* For grants in excess of £1000, all organisations are required to complete and sign a service level agreement and complete a Town Council Monitoring and Evaluation Form to demonstrate how the grant was spent. This form will need to be submitted to the Council within 12 months of the award date.
* All organisation are required to attend the Annual Town Meeting to make a presentation to the Town on how their group has benefitted from the grant.

# GRANT APPLICATION FORM

# Amount of grant you are asking for: £

**Details of project/events for which sponsorship is sought:**

(Please include details on a separate sheet if necessary).

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| 1. YOUR ORGANISATION  |
| Name of your organisation   |
| In which year did the organisation start up?   |
| Does it have a formal constitution?   |

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| Summary of aims and objectives |
| Age groups specifically catered for, if any |
| Is the organisation a non-profit taking body? |
| Is the organisation a Registered Charity?(If so, please give registration number) |
| Number of members in the organisation |
| Number of members resident in Penrith? |
| Is membership restricted in any way? |
| Do you charge a membership fee, or charge for access to your activities? Please give details |
| Does your organisation have?:* An equality and Diversity Policy
* A Safe Guarding Policy?
* A GDPR Policy?
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| 2. NAME OF CONTACT AND POSITION IN THE ORGANISATION  |
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| 3. ADDRESS FOR CORRESPONDENCE  |
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| Telephone:  |
| Email:  |

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| 4. TELL US ABOUT YOUR PROJECT  |
| What are you applying for? Why do you need, this grant? Who will benefit? What do you hope to achieve? How many people will benefit? How will you measure the success of your project?   |

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| 5. DETAILS |
| When does the project start?  |
| What geographical area will it serve?  |
| What is the total cost of the project?   |
| How much are you applying to the Council for and which specific elements of the project will it fund?  |
| Is this a completely new project?  |
| Is the application for a once only cost?  |
| Does the application fulfil a need that would not otherwise be met? |
| If you are applying for less than the full project costs, how will you find the remainder? |
| Where do you receive funding from?(Include any support in kind from the District Council or County Council) |
| Please tell us who else you have applied to, and the results of other funding applications |
| Have you received a grant from Penrith Town Council before? If “Yes” when? And how much? |
| ACCOUNTS |
| Please attach a copy of your most recent accounts and balance sheet to this application. If you are a new organisation without past accounts, please attach a copy of your budget for the year. |

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| Is there any other information you wish to give?  |
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| 7. BANK DETAILS  |
| Is your bank account in the name of your organisation and does it require at least two signatories? YES/NO |
| Account Name:Sort Code:Account Number:Bank/Building Society: |

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| 8. CHECKLIST  |
| Before signing please ensure that:  * You have answered all the questions and signed the declaration.
* You have enclosed a copy of your latest annual report.
* You have enclosed a copy of your latest audited accounts.
* You have enclosed your bank details.
* You have enclosed a copy of your organisations equal opportunities & diversity policy or organisational statement.

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**DECLARATION**

When the application form has been completed an authorised Trustee or Official of the applicant organisation must sign the declaration below. All applications must be sent only by **post** to: -

 The Economic Development Officer

Penrith Town Council,

Unit One, Church House,

19-24 Friargate,

Penrith, Cumbria,

CA11 7XR

Tel: 01768 425 853

Email: economicdevelopmentofficer@penrithtowncouncil.gov.uk

I am an authorised representative of

To the best of my knowledge the information provided is correct.

If Penrith Town Council agrees to make a grant this will be used exclusively for the purposes described in this application.

**Signed:**

**Date:**

**Position in organisation:**

**Data Protection and GDPR**

The information that you have provided in your application will only be used for the purposes of considering your application and if approved, will be retained for six years with the Town Councils financial records. All personal data will be secured and not shared by a third party. By completing this application, you are consenting to the Town Council retaining your data. Please view the Councils Privacy Statement on the website or ask for a copy of the privacy statement.

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| **OFFICE ONLY**  | **CHECKLIST**  | **ACTIONS**  |
| 1  | All sections completed  |   |
| 2  | Sufficient detail  |   |
| 3  | Hard copy received with signature  |   |
| 4  | Function & Power available  |   |
| 5  | SLA required if greater than £1,000  |   |

**MONITORING AND EVALUATION FORM**

Please complete and return this form, along with the required supporting documentation, if you grant is in excess of £1000 to:

The Economic Development Officer

Penrith Town Council,

Unit One, Church House,

19-24 Friargate,

Penrith, Cumbria,

CA11 7XR

**Tel:** 01768 425 853

**Email**: economicdevelopmentofficer@penrithtowncouncil.gov.uk

**DETAILS OF YOUR ORGANISATION**

**Name of Organisation:**

**Address:**

**Tel. No.:**

**E-mail Address:**

**Contact Name:**

**DETAILS OF GRANT**

**Amount of Grant Awarded:**

**Date Grant Was Awarded:**

**Purpose for which grant was made (as stated in the grant offer letter):**

**Can you confirm that the whole of the grant was spent on the purpose for which it was given? Yes / No**

**Have you enclosed copies of accounts/receipts /invoices to support this monitoring form? Yes / No**

**If you have answered “no” to either question, please explain why**

**COMMENT AND EVALUATION**

**Please give a brief description of the actual service provided/activities delivered as a result of the grant:**

**What have been the benefits and effect to the community as a result of your project?**

**Number of beneficiaries supported through this grant/your project:**

**If you plan to, how will you continue this work? (indicate financial or other arrangements made)**

**Did you need to raise additional funds for this project?: Yes / No**

**If yes, what other funds did you manage to raise and from where?**

**Please add any other relevant information, highlights or comments:**

**Signed:**

**Position:**

**Date:**