Penrith Town Council

Grant Scheme

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Grant Scheme Guidance

We fund projects based or delivered in Penrith which aim to:

1. **Improve resources, opportunities, places, and spaces.**
2. **Start, rejuvenate or enhance projects that matter to local communities.**
3. **Support people, communities and organisations that are facing increased demands and challenges.**

What Groups are the grants suitable for?

- ✓ Voluntary and community organisation
- ✓ Constituted group or club.
- ✓ Registered charity
- ✓ Charitable incorporated organisation (CIO)
- ✓ Not-for-profit company
- ✓ Community interest company (CIC)
- ✓ School (if your project benefits and involves the communities around the school)
- ✓ Community benefit society

Who we cannot accept applications from?

- ☒ Anyone under 18 years.
- ☒ Individuals.
- ☒ Sole traders.
- ☒ Organisations based outside Penrith unless the project is delivered in Penrith.
- ☒ One organisation applying on behalf of another.
- ☒ Companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares).
- ☒ Organisations applying more than once in a financial year.
- ☒ Religious or political groups.

If your project works with children, young people or vulnerable adults you need to have a policy in place that explains how they will be safe. And we might ask to see this policy, if we decide to give you funding. If you do not have a governing body but think you need this type of policy **we can help you** develop one.

Your project may need insurance, qualifications or affiliations to a governing body. Depending on what you want to do, your project might need:

- Public liability insurance
- Leaders or instructors with special qualifications
- An affiliation to a governing body.

We will assume that you are required to have these in place. If you do not have these in place you must <u>not</u> apply and should seek advice from your governing body.

If you are unsure, we can help you.

Important Facts

- ✓ You can apply for funding to deliver a new or existing activity or to support your organisation to change and adapt to new and future challenges.
- ✓ You can apply for funding for up to £5,000 for up to one year.
- ✓ Applications are ongoing and there is no deadline.
- ✓ We recommend that you apply at least 12 weeks before you want to start the activities or spend any of the money. Before then you cannot spend any of the money or run the activities you need funding for.
- ✓ However, if your grant request is in response to a local emergency, we will endeavour to deal with these grants quickly.
- ✓ We assess applications in the order that they are submitted.
- ✓ We have a limited budget and when the budget has been allocated it will not be topped up until the next financial year.
- ✓ Do not leave any response boxes empty. If a response is not relevant mark, it not applicable.
- ✓ Your application will be viewed more favourably if you have applied to other grant providers to help develop your project.
- ✓ Please send a bank statement/building society or e-statement in the name of your organisation/group no older than 3 months.
- ✓ Do not send any unrequested additional documents.
- ✓ We acknowledge all the applications we receive within two weeks of receipt.
- ✓ If you submit an application and have not heard from us by email after two weeks, please contact us to check whether your application has arrived
- ✓ Successful applicants will be advised in writing or by email.
- ✓ The grant must be used in the year for which it was awarded and for the project you applied for.
- ✓ For grants over £1000 any conditions placed on the funding will have to be met before funds are released and a report to demonstrate how the grant was spent will need to be submitted to the Council within 12 months of the award date.
- ✓ Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying for the same project.

- ✓ If the project has changed please contact us and we will discuss the possibility of reapplying.

Your application will be rejected as incomplete

- ☒ If you have not filled in **all** the response boxes.
- ☒ If your organisation/group does not have a bank/building society or electronic account in the name of your organisation or group.
- ☒ If you are unable to provide a bank/ building society statement or e-statement.
- ☒ If your project does not fit in with the key priorities of the Council 1-3.
- ☒ If the project is considered too high risk for public funds to be contributed to it.
- ☒ If the Council does not hold any more funding for grants.
- ☒ If there are any other relevant reason(s), which are considered important enough to warrant refusal to safeguard the Council and the local public funds.

We cannot fund

- ☒ Alcohol
- ☒ Contingency costs, loans, endowments, or interest.
- ☒ Profit-making or fundraising activities.
- ☒ VAT you can reclaim.
- ☒ Religious activities
- ☒ Statutory activities.
- ☒ Activities that improve educational attainment (PHSE, STEM, English, Maths).
- ☒ Overseas travel or projects that take place outside of the UK.
- ☒ Activities that make profits for private gain.
- ☒ Cash that will be given directly to individuals.

The kinds of school projects we do <u>not</u> fund:

- ☒ Projects to improve school facilities or equipment.
- ☒ Projects to help with staff training.
- ☒ Projects that are part of the school curriculum.
- ☒ Projects that involve activities the school should already be providing (like a Project teaching literacy.)
- ☒ Projects that take place during teaching times.

Whilst we can support applications that involve schools, it will be by exception and only if there is wider community benefit. This means it should benefit, and involve, more than just teachers, pupils, and parents of pupils. Projects without significant involvement or benefit to the wider community as the primary focus are unlikely to be prioritised for funding.

We **would** support projects that would be seen as extras to the school's normal curriculum activities and involves and benefits the wider community.

What information you need to provide?

1. All information that you provide should be accurate, up-to-date, and consistent with other information you have given us or information which is in the public domain (e.g., regulatory bodies, your own website, your social media pages or other internet searches).

2. The address of your organisation in your application form and in any other documentation must be your organisation's current registered address. We will accept the home address of a trustee or main contact if your organisation does not have a registered office.

3. It is important that your organisation or group have at least three people on their board, group or committee who are not related. These two people cannot be:

   ☒ Related by blood.
   ☒ Married to each other.
   ☒ In a civil partnership with each other.
   ☒ In a long-term relationship with each other.
   ☒ Living together at the same address.

4. Your governing documents (such as constitutions and memorandum and articles of association) must be up to date. **If you are not constituted we can help you.**

5. We will review how your organisation has managed any previous grants from us and also any previous applications that we have received.

6. We will check the information in your bank/building society/e-statement to ensure that it is consistent with other details you have given us. We may also look at your accounts that are accessible through regulatory bodies such as the Charities Commission.

7. The people named as contacts and signatories on the application form should be aware of the application and the project. Their full legal names as shown on identification documentation should be included (such as passports, immigration documents, driving licences) not alternate names that they may be known by.

8. We ask for the contact details, and home addresses of your signatories. Both contacts need to have different email addresses

9. One person should be someone we can talk to if we have any questions about your project. The other should be a senior member of your organisation, who will be legally responsible for the funding. Both need to live in the UK.

Make sure these are up to date and match up with any information you provide. For example, your bank or building account name must match your organisation or groups name unless you have another recognised accountable body providing this for you.

We need evidence that your organisation/group have:

- A bank/building society/online bank account that requires two signatures.
- A bank building society/online bank statement that meets our needs.

We ask for one bank /building society/online banking account statement dated within the last three months so we can check the account you want us to pay the grant into.

We will not be able to assess your application if you do not have a bank account and bank statement/e-statement that meet the requirements below:

- The bank logo
- Your organisation's legal name
- The address the statements are sent to.
- Your bank's name.
- The account number and sort code
- If all these details are on one page, just send us that page.

What else we would accept?

If you have a new account opened within the last three months, we can accept a bank welcome letter or email instead of a statement. The letter must confirm the date the account was opened and all the account details.

If you are unable to provide a bank/building society/online bank statement, we can accept transaction listings, if they include everything, we'd expect to see on a bank statement:

- The bank logo
- Your organisation's legal name
- The address your bank uses for correspondence.
- Your bank's name.
- The account number and sort code
- Dated transactions listing the most recent three months of expenditure.

What are our grant conditions?

We ask that your organisation:

- ✓ Holds the grant in a UK-based bank/building society account.
- ✓ Have an account is in the legal name of your organisation.
- ✓ That the account is managed by at least two unrelated and authorised individuals in your organisation.
- ✓ No single individual, nor two or more related people, have sole responsibility for any single transaction from authorisation to review and completion.
- ✓ Provide, if we ask for them, evidence of expenditure of the grant, such as original paper or electronic receipts, invoices and bank statements.
- ✓ That the bank/building society or e-account in which you hold our grant funds is regulated either by the Prudential Regulation Authority (PRA) or by the Financial Conduct Authority (FCA) and that it is safeguarded by the Financial Services Compensation Scheme (FSCS).
- ✓ Where you use an e-money account, you need to ensure that the account is safeguarded by The Electronic Money Regulations 2011.

What happens if we identify concerns?

If we have any concerns, we may contact you to try and resolve them but if we reject your application based on these checks, our decision letter will set out our concerns.

Please be aware that:

- ➢ We will give you as much information as we can with our decision.
- ➢ We will not change our decision if it is based on information you gave us or is in the public domain.
- ➢ If you feel that our feedback is incorrect, you may ask us to reconsider our position.
- ➢ You may not appeal simply because you disagree with our decision.
- ➢ We will tell you our concerns and advise you how to address them.

Please contact the named person in the decision letter.

Can you reapply?

You can, though you should consider our reasons for not accepting your application on this occasion.

Applicants who are unsuccessful are required to wait a minimum of 12 months from the date of notification before re-applying for the same project.

You can apply during this twelve-month period for an alternative project or scheme, and we encourage you to contact us to discuss the possibility of reapplying.

What happens after you apply?

1. You send us your application and we will review your application and may seek further information within 2 weeks of receipt.
2. We will get back to you with a decision in less than 6 weeks.
3. We might give you a call or email you within those 6 weeks, to talk a little more about your idea or ask for more information.
4. If your application is successful and your grant award is less than £1,000, we will send you an email with the good news. We will put the funding in your bank account within 14 days (or sooner, if possible).
5. All grants over £1000 are subject to terms and conditions which we call a service level agreement. This document records how you will use the grant, the time frame, how you will promote the Councils contribution and how you should evidence how you have spent the money. The Council may provide all the grant upfront or in part payments.
6. When you have had your grant application approved by the Council you can commence your project and spend the funding in accordance with your grant application and or within the terms set out in the service level agreement.
7. We might check in from time to time to see how things are going.
8. 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.
9. For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
10. Share your story and let people know about your grant and the amazing work you're doing in your community.

The Grant Scheme is managed by the Town Clerk and Council Officers.

If you need assistance completing the application form,

please contact us:

01768 899 773

office@penrithtowncouncil.gov.uk