

# Droitwich Spa Town Council

## GRANTS AND SPONSORSHIP – APPLICATION PACK

Disbursement of Grants and Sponsorship will be made by the Community and Amenities Committee, via the use of an Appraisal Panel comprising two – six members, who will meet prior to meetings of the Community & Amenities Committee, subject to applications being received. The Appraisal Panel will meet with the applicants and review each request, and recommend to the Committee as to the delivery of financial assistance. This is to enable the promotion of projects that support the Town Council's objectives. Both Grants and Sponsorship operate under the same legislation and are available for community or voluntary groups working actively in Droitwich Spa.

### **PROCEDURE:**

- Application form (*attached*) to be completed and returned to the Town Council Offices.
- Applications are then reviewed by Town Clerk as to whether they meet the legal criteria for grant application as follows:
  - Local Government (Misc Provisions) Act 1976 Section 19 (Power to provide and equip premises for social and recreational purposes).
  - Local Government Act 1972 Section 133 (Power to provide and furnish buildings for public meetings).
  - Local Government Act 1972 Section 145 (Power to provide entertainments).
  - Local Government Act 1972 Section 142 (Power to provide information and advice)
  - Section 137 of the Local Government Act 1972; the expenditure incurred being, in the opinion of the Council, in the interests of the area or its inhabitants; and as required by Local Govt & Housing Act 1989, benefiting them in a manner commensurate with the expenditure.

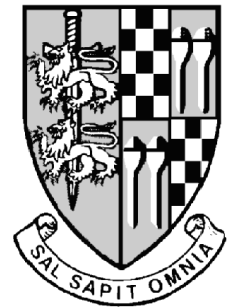
NB for audit purposes the Town Council will have to advise as to the relevant section the application falls into, if approved.

- These applications are then passed to the Appraisal Panel, who will meet usually one week before each Community & Amenities Committee, depending upon applications being received. Applicants are invited to attend the panel meeting to present their projects and answer questions. Each project is scored by the Appraisal Panel against a criteria checklist (*attached*) and then the Appraisal Panel makes a recommendation upon the level of grant, or otherwise, to Community & Amenities Committee.
- Projects approved by the Committee are subject to an Offer Letter. The Offer Letter is a contract between the Town Council and the project applicant and will stipulate the conditions under which a project is to be financially supported. This can include 'claw back' stipulations. No funding is to be released unless the project applicant agrees to the terms of the Offer letter and signed copies have been exchanged. It is incumbent upon the project applicant to keep the Town Council informed of the progress and delivery of the project and to provide copies of receipts and invoices as appropriate, in support of the project.



# DROITWICH SPA TOWN COUNCIL

## APPLICATION FORM FOR A GRANT



### GRANTS & SPONSORSHIP TO LOCAL ORGANISATIONS

Droitwich Spa Town Council is pleased to receive and consider requests for the financial assistance, from local clubs, societies and charitable organisations based in the town (ie within the civil parish boundary of Droitwich Spa).

All applications are determined by the Council's Community & Amenities Committee within a finite budget, following recommendation from its Appraisal Panel, subject to applications received and budget available. An application is to be lodged at least two weeks before the Community & Amenities Committee meeting at which it is to be determined. A schedule of meetings is available upon request from the Town Clerk. Applicants will be required to present their application in person to the Appraisal Panel.

Applicants are requested to complete this form as fully as possible and return it to: The Town Clerk's Office, St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS.

Minute No 198 of the Community & Amenities Committee meeting on 15 January 2018, endorsed by Council on 29 January 2018 [Minute No 229 (3)] set out (inter alia) guidance for the Appraisal Panel of particular relevance for Events and Festival Organisers, namely:

- That the 2018/19 Grants Budget for the Grants Appraisal Panel be set at £15,000.
- That the current arrangements for the Grants Appraisal Panel be amended so that all requests for sponsorship of Events and Festivals to be addressed by application by the Panel as per other requests for financial assistance, with the threshold for the allocation of grants to be lifted.

### CRITERIA

- You should have a definite project that requires financial support from the Council. Grants cannot legally be awarded to cover running costs of your organisation.
- Grants are NOT given to individual people.
- Retrospective funding is not allowed, i.e. do not request a grant for something that has already been purchased.
- Assistance may be granted within budgetary constrictions but without any other financial restriction.
- Applicants will be expected to meet a significant proportion of the estimated cost of the project.
- The grant must directly benefit residents of the Civil Parish of Droitwich Spa.
- The completed application form must be returned to the Town Clerk. Incomplete applications may not be accepted – PLEASE CHECK your application carefully and ensure that you have enclosed all documents requested, e.g. bank statements, accounts etc.
- Each organisation will need to appoint a representative(s) to liaise with the Town Council, and attend for interview.
- Successful organisations will receive payment by cheque. Such cheques will not be made payable to an individual, only to the applying organisation.
- You will be required to provide proof of purchase / use of the money. If the grant is put to purposes other than those for which it was awarded without the consent of the Council then the recipient organisation shall be required to repay the grant.
- You will be required to provide a small report stating how the funds have helped your organisation and this may be included in the Town Council's Website.

## **EXAMPLES OF ELIGIBLE PROJECTS**

- The capital costs, or a contribution towards the costs of, any new or replacement equipment that may be required to assist the group in its activities;
- The costs, or a contribution towards the costs involved in the presentation of an event, concert, performance or specific activity produced by a local group;
- The costs involved in the establishment of a new local voluntary or charitable group;
- Applications for the same activity year-on-year will not normally be accepted. It is possible that a two-year phased grant could be accommodated, subject to evidence of progress after one year.

## **EXAMPLES OF PROJECTS THAT WILL NOT BE CONSIDERED**

- Organisations or activities that do not substantially benefit residents of Droitwich Spa, or have a closed or restricted membership;
- Applications for the benefit of an individual;
- Activities that are part of statutory obligations;
- Applications to cover the running costs of an organisation;
- Loan repayments or cost of services, equipment or provisions in anticipation of a grant;
- Retrospective applications where the activity or project has already been carried out;
- The activities of political organisations;
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the religious organisation and that the application will be of benefit to the community;
- Applications from any group that has received a grant from the Town Council within the current financial year will not normally be accepted;
- Any group whose aims the Town Council considers to be working within a business or profit making remit.

**In applying for a grant to Droitwich Spa Town Council you are agreeing to comply with the above.**

## **NOTE**

There are several other organisations and authorities that may be able to assist you with your request for funding and just because you have applied to Droitwich Spa Town Council this doesn't mean you can't apply elsewhere. You may wish to contact Wychavon District Council and Worcestershire County Council to see if financial assistance is available from these Local Authorities for your project.

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# DROITWICH SPA TOWN COUNCIL

## APPLICATION FORM FOR GRANT

<b>Name of Organisation</b>					
<b>Main aim and activities of your Organisation</b>					
<b>Contact name and address and telephone number</b>					
<b>What is the age range/number of members of your organisation?</b>					
<b>What specific project do you request financial support for?</b>					
<b>Are you requesting Sponsorship?</b>					
<b>Amount of grant requested from the Council</b>					
<b>Details of any past grants received from the Town Council over the past 5 years</b>					
<b>What is the contribution from your organisation towards the project?</b>					
<b>Who will benefit from it and when do you expect that the project will be completed?</b>					
<b>Details of any other grants applied for on behalf of this project</b>					
<p><b>Please provide an up to date balance sheet and a copy of your latest bank statement.</b></p> <p><b>If your balance sheet shows a substantial credit please explain why you need this grant.</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Please tick if you have enclosed your balance sheet.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; padding: 2px;">Please tick if you have enclosed your bank statement.</td> </tr> </table>	<input type="checkbox"/>	Please tick if you have enclosed your balance sheet.	<input type="checkbox"/>	Please tick if you have enclosed your bank statement.
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<input type="checkbox"/>	Please tick if you have enclosed your bank statement.				

<p><b>General Funding Enquiries</b></p> <p>What fund-raising activities took place in the last 12 months and how much was raised?</p> <p>What fund-raising activities are proposed in the next 12 months?</p> <p>Please state the amounts and details of anticipated income in the next 12 months (subscriptions etc)</p> <p>Please state the amounts and details of anticipated expenditure in the next 12 months</p>	
<p><b>Additional Information</b></p> <p>Please outline any other details that you wish the Town Council to take into account when considering this application</p>	
<p><b>Declaration</b></p> <p>I / we declare that the foregoing particulars are correct and that any grant received will be applied in accordance with the Offer Letter.</p>	
<p><b>For Council Use Only</b></p>	
<p>Date of Appraisal Panel Meeting</p>	
<p>Date of C &amp;A Committee Meeting &amp; Minute No</p>	
<p>Granted under Section ? Or Sponsorship?</p>	
<p>Amount of Grant Approved</p>	
<p>Specific requirements</p>	
<p>If rejected – reason(s) why</p>	