

Garstang Town Council

Grants Policy

Date of Review: 2024

Version Number	Purpose/Change	Author	Date
V1.0	038(2018-19) Approved by Full Council	E. Parry, Town Clerk	16/07/2018
V1.1	Updated email address	E. Parry, Town Clerk	09/11/2020
V1.2	Minor formatting amendments to meet Accessibility Criteria (WCAG 2.1 AA).	E. Parry, Town Clerk	07/12/2020
V1.2	Reviewed and approved by Full Council minute 85(2021 - 2022)	E. Parry, Town Clerk	16/08/2021
V1.2	Reviewed (points 2a) & b) added) and approved by Full Council minute 304(2023 - 2024)	E. Parry, Town Clerk	20/05/2024

1. Grants Guidance Sheet

- a) The Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Garstang. We know that the Council can make a difference through our grants process, but it is also important that we seek a relationship with many of these groups to explore other ways in which they can develop and grow as they need to.
- b) Garstang Town Council's grant policy aims to:-
 - i) Support projects and initiatives which will directly benefit the residents of Garstang Town and the surrounding areas.
 - ii) Enable local people to participate in voluntary groups and organisations and activities.
 - iii) Help the town's voluntary groups and organisations to improve effectiveness.
 - iv) To support organisations which meet the needs of the people experiencing social and economic difficulties.
 - v) To ensure that there is equality of access for Garstang residents to the services it provides and funds.
 - vi) To enable the local community to be involved with and participate in local sports clubs/organisations.
- c) At the discretion of the Council, grants are awarded to community organisations which demonstrate a clear need for financial support and contribute towards the Council's vision and aims for Garstang.

2. Process

- a) The Grant allocation process will be opened annually on 1st April (the start of the new financial year). The budget figure will have been determined by Full Council.
- b) The deadline for applications is the 31st August of each year. Full Council will consider the applications that meet the criteria at September's Council meeting (3rd Monday of September). The grant process will be advertised on the Town Council website, library and the Green Focus magazine.
- c) All applicants should consider the following guidelines carefully when deciding whether to submit an application. Failure to fulfil the criteria or to omit information requested may result in your application being unsuccessful.
 - i) The membership or service provided by organisations/groups benefit the people of Garstang.

- ii) All organisations/groups must forward a copy of their constitution which outlines their aims and the way it is organised, controlled and administered. Groups are also expected to have relevant insurance cover appropriate to their activity.
 - iii) Organisations must provide a copy of their previous years certified/audited accounts.
 - iv) Organisations must have a Safeguarding Children Policy specific to their Club where children and young people are involved.
 - v) Organisations/groups must be non-profit making.
 - vi) An indication of match-funding towards the costs of schemes is encouraged. Ideally, organisations/groups should be planning not to be reliant on this grant aid in future.
 - vii) Applications will be considered for projects at all levels of ability. Projects should ideally be run by a cross-section of abilities and cultural backgrounds.
 - viii) The organisation/group shall provide Garstang Town Council with evidence that the grant has provided benefit for the funding awarded.
 - ix) It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful.
 - x) After an application has been submitted, the CLERK will check that the application form is complete and the requested documents are enclosed. You may be contacted for additional information.
- d) Note: Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.
- e) Grants will be assessed using the following criteria:
- i) A complete application form and enclosed additional information.
 - ii) If you have received a grant before.
 - iii) How your group is set up and managed.
 - iv) Your finances, governance and the financial need for funding.
 - v) What need/demand there is for your project.
 - vi) Support and involvement for the wider community.
 - vii) Efforts to secure other sources of funding.
 - viii) If your project provides value for money for the residents on Garstang.
- f) All applicants will be contacted within two weeks of Town Council's decision. A published list of successful applicants will be available on the Town Council Website.

3. Grant Application Form

Applications must be submitted to clerk@garstangtowncouncil.gov.uk

Name of Organisation:

Name of Applicant:

Address:

Telephone Number (Daytime):

Position held in the Organisation:

Aims and Purpose of the Organisation:

[Please enclose a copy of your constitution]

What project or activity would the money be used for and how would it benefit Garstang?

How many people or what proportion of the people who would benefit live in the Garstang Parish?

What is the total cost of the project or activity?

Specifically, how much money are you requesting from Garstang Town Council towards the project or activity?

Amount requested: £

Is the Organisation:

(a) not for profit? Yes No

(b) a charitable organisation? Yes No

Please give Charity Number:

Has a grant application for this project or activity been made to any other local authority or organisation?

Yes/ No

If Yes, please give details and the result of the application if known:

Have you received a Garstang Town Council grant within the previous two years?

Amount: £

Year:

Please confirm the number of cheque signatories required to authorise all payments/orders issued by your organisation:

[Please note: In order to qualify you must be able to demonstrate financial governance]

If your grant application is successful please name to whom the cheque should be made payable or the BACS Remittance information (Bank, Branch, Sort Code and Account Number):

This application must be supported by a Financial Statement showing Income and Expenditure and Balance Sheet for the previous accounting year.

For new initiatives or activities a budget forecast will be acceptable. All questions on this form must be completed but you may attach supporting information.

Press and Publicity - By receiving and accepting your grant you have made a commitment to using the Town Council's logo when publicising the award. The Town Council may also publicise the grant and organisation which has benefitted.

Signed:

Date: