



Lydney Town Council

Working with the Community

GRANTS POLICY updated 07/03/2024

The Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Lydney. 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.

Lydney Town Council's grant policy aims to:-

- Support projects and initiatives which will directly benefit the residents of Lydney Town and the surrounding areas.
- Enable local people to participate in voluntary groups and organisations and activities
- Help the town's voluntary groups and organisations to improve effectiveness.
- To support organisations which meet the needs of the people experiencing social and economic difficulties.
- To ensure that there is equality of access for Lydney residents to the services it provides and funds.
- To enable the local community to be involved with and participate in local sports clubs/organisations.

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 Lydney.

In order to be flexible and responsive to community need, the Council now issues four types of grant:

Community Grants – 'ad hoc' grants issued to community groups serving Lydney for small projects and purchases up to and including £1,000. Applications to be submitted with details and costs of equipment or resources required. Applications are determined **by the Council three times every year (a change for our former practice of considering grant applications only in February, June and November).**

Applications in excess of £1,000 are not normally considered by the Council and may be limited to £1,000. The Council may award less than the sum requested. Please note if your total reserves exceed £2,000, please include an explanation of your intention of these funds for the coming 12 months. (*Applications are to be submitted using the attached application form*).

Civic Grants – The Civic budget is intended to support Civic activities, within which the Mayor has the sole discretion to award **small grants of up to £250 to support groups and activities which the Mayor feels add to civic life in Lydney.** The total allowance for Civic Grants is £1,000 in 2022/23 (within the overall Civic Budget). (*The application process is intended to be quick and simple; applications may be by way of an email to the Mayor and/or the Town Clerk. Civic Grants cannot be applied for in addition to Community Grants for the same activity. The Mayor cannot use Civic Grants to support organisations in which the Mayor has an existing interest, such as being a member*).

Youth Grants – The Council places particular emphasis on projects to support local youth organisations, mostly through our Community Grants. Separately, the Town Clerk has the authority to award Grants of up to £100 in consultation with the Youth Lead Councillor and the Mayor. Such grants are intended to provide a quick source of funds to show the Council's direct support for minor youth activities already in hand.

Youth groups may still apply for any other form of grant, as appropriate to their circumstances but Youth Grants cannot be applied for in addition to another form of Grant for the same activity.

The total Youth Grants. *(The application process is intended to be simple; applications may be by way of an email to the Town Clerk, the Mayor or the Youth Lead Councillor.)*

Strategic Grants – These are grants the Council commits to **for a number of years**. They are awarded to key organisations which deliver objectives the Council considers essential to the town; e.g. the Town Hall and the Community Centre. Because Strategic Grants are for significant sums of money each will be subject to a Service Level Agreement outlining the service the Council expects in return for the grant. *(Initial applications are to be submitted using the attached application form, but it is likely that substantial discussion and a lengthy exchange of information will also be required. This may take several months and possibly special budgetary provision the following financial year.)*

Process

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.

Requirements for ALL types of Grants

1. Organisations must have a Safeguarding Children Policy specific to their Club where children and young people are involved.
2. Organisations/groups must be non-profit making.

Additional requirements for applications for a Community Grant or for a Strategic Grant

3. An indication of match-funding towards the costs of schemes is encouraged for Community Grants. Ideally, organisations/groups should be planning not to be reliant on this grant aid in future.
4. Organisations seeking a Strategic Grant by way of Service Level Agreement will need to put forward a case as to why the grant is of benefit to the community and not just the organisation.
5. 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.
6. 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.
7. Organisations must provide a copy of their previous years certified/audited accounts.
8. The organisation/group shall provide Lydney Town Council with evidence that the grant has provided benefit for the funding awarded.

Sole requirement for applications for a Youth Grant or a Civic Grant

9. The application must comply with the purpose of the grant, as outlined above.

What will NOT be funded?

- Activities that are part of statutory obligations.
- Loan repayments.
- Retrospective applications where the activity or project has already been carried out (unless agreed with the Council in advance).
- Religious or political activities unless unrestricted community benefit can be demonstrated.

Grants will be assessed using the following criteria:

- A complete application form and enclosed additional information (*Strategic and Community Grants only*).
- Whether your group has received a grant before.
- How your group is set up and managed.
- Your finances, governance and the financial need for funding.
- What need/demand there is for your project.
- Support and involvement for the wider community.
- Efforts to secure other sources of funding.
- If your project provides value for money for the residents on Lydney.

Applications may be submitted at any time; however, they will only be considered three times a year by the Finance and Scrutiny Committee (*dates See Council website*)

[Grants, Donations and Mayor's Civic Award, Lydney Town Council](#)

It should be noted that even if your organisation meets all the criteria, there can be no guarantee that your application will be successful.

After an application has been submitted, the Town Clerk will check that the application form is complete and the requested documents are enclosed. You may be contacted for additional information. **Incomplete forms or failure to produce additional information may result in your application not being considered for grant allocation.**

All applicants will be contacted within two weeks of the decision. A published list of successful applicants will be available on the Town Council website.

Council reserves the right to request the return of all grant funding if not spent in accordance stipulated on application.

Council restricts grant applications within 2 financial years (1st April to 31st March), applications will not be considered if an application has already been submitted within a 2-year period.

END



Lydney Town Council

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GRANT APPLICATION FORM

What type of Grant are you applying for? (refer to page one of the Grants Policy Guidance Sheet)

Strategic Grant	YES / NO	Community Grant	YES / NO
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Applications must be submitted to:

Lydney Town Council, Council Chambers, Claremont House, High Street, Lydney, GL15 5DX

Name of Organisation:

Name of Applicant:

Address:

Tel. No. (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 Lydney?

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

What is the total cost of the project or activity?

Specifically, how much money are you requesting from Lydney Town Council towards the project or activity? *(The maximum allowed for a Community Grant is £1,000. Any grant request in excess of this amount may be refused or capped at £1,000. The Council may award less than the sum applied for).*

Amount requested £.....

Is the Organisation: (a) not for profit? Yes No (b) a charitable organisation? Yes No

If yours is a charitable organisation, please provide the 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:

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Have you received a Lydney 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

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

To whom the cheque or BACS payment be made payable if your grant application is successful?

Account name

Bank

Sort Code Account number

This application **must** be supported by a Financial Statement showing Income and Expenditure and Balance Sheet for the previous accounting year, your application may not be considered without this information.

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.

A town council representative may also visit your organisation as part of the grant process.

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