

**Daventry Town Council**

**Policy on Funding and Support for Local Organisations**

**Policy & Application Guidelines**

## **FUNDING AND SUPPORT FOR LOCAL ORGANISATIONS**

Daventry Town Council awards grants to <sup>1</sup>local organisations to encourage, support and promote volunteer organisations and charities to deliver services to benefit our communities (subject to budget restrictions and available resources).

Community grants are funded via taxpayer monies and Daventry Town Council ensures the decision making process is:

- Open
- Transparent
- Fair

The Town Council makes an annual budget provision to enable local organisations to apply for community grants of up to £1000.

Applications for funding up to £1000 are determined by the Finance and Policy Committee. Deadline for applications are 7 days prior to the published Finance and Policy Committee meeting date (details on the Town Council website [www.daventrytowncouncil.gov.uk](http://www.daventrytowncouncil.gov.uk) or contacting the office on 01327 301246).

Applications for funding greater than £1000 are determined by the Town Council, on an annual basis, as part of their budget setting cycle. Deadline for applications is 30<sup>th</sup> September for funding in the following financial year.

Requests for non-financial support will be determined by the Town Council. Deadline for applications are 7 days prior to the published Town Council meeting date (details on the Town Council website [www.daventrytowncouncil.gov.uk](http://www.daventrytowncouncil.gov.uk) or contacting the office on 01327 301246).

## **WHO IS ELIGIBLE TO APPLY?**

For funding up to £1000 the organisation must<sup>2</sup>:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes that benefit residents of Daventry.
- Have a constitution, or set of rules, which define its aims, objectives and operational and governance procedures.
- Have at least three unrelated people on the governing body.
- Have a UK bank account in the name of the organisation with at least two unrelated signatories.
- Provide a copy of its latest annual accounts (or in the case of new/start-up organisations a financial statement with proposed budget).

Please note: The Town Council will only consider one application from an organisation within any 12-month period.

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<sup>1</sup> Local being more clearly defined as those organisations based in the Daventry Town Council area or national bodies with an independent branch in the Daventry Town area, providing support to the residents of the Parish of Daventry.

<sup>2</sup> Applicants requesting up to £200 may complete a simplified application form, for information email [fo@daventrytowncouncil.gov.uk](mailto:fo@daventrytowncouncil.gov.uk)

## **WHO IS NOT ELIGIBLE TO APPLY**

We will reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by “for – profit” organisations
- Bodies which are Companies Limited by Shares or Limited Liability Partnerships – unless able to demonstrate that the project/event will be non-profit making
- Applications where funds will be used retrospectively
- Applications for grants in respect of ongoing expenditure or revenue running costs e.g. general routine maintenance of buildings and equipment and staffing costs
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.
- Organisation which are currently being supported by the Mayor during their term of office.
- Applications from groups whose purpose is to redistribute funds as grants to other organisations or individuals.

## **WHAT CAN BE FUNDED**

The project/event should make the local community a better place in which to live, work or visit and will provide a long lasting and sustainable benefit to our local area. We are looking for your ideas, but whatever you decide to do, it must improve the social, environmental and/or economic profile of Daventry.

Projects may be funded if the following **criteria** are met:

- It should benefit people who live in Daventry
- It must be sustainable in the longer term
- It must help build a vibrant and participatory community

## **THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY**

- Projects where there is a large shortfall in the funding required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

## **CONDITIONS OF GRANT**

- Daventry Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding” Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must be used within 12 months of the date of the Grant cheque

- In the event of a project/scheme/venture not preceding the donation should be returned to the Town Council for redistribution to other organisations.
- Grants must not be distributed to any other organisation.
- On completion of the Project, an evaluation form must be completed showing how the grant was spent, together with visual evidence, which the Council may use in its publicity material.

## **APPLICATIONS GUIDELINES & PROCEDURE**

### **PREPARING YOUR APPLICATION**

Before completing your application, please spend time on preparation and planning. You need to consider:

- **Who will be involved:** What different skills do people in your group have and how much time can they commit to it? Will you need help from another organisation to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Town Council.
- **Consultation:** Do local people support your plan and can you demonstrate this?
- **Costs:** Have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, from where?
- **Timescale:** When planning your project remember that things often take longer than expected. Describe the timescale for your project.
- **Completing the form:** Make sure you answer all the questions. If you are not sure that something is relevant, include it in any case - too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt, please speak to the Town Council.

### **HOW TO APPLY**

- Applications should be made on the application form (details on the Town Council website [www.daventrytowncouncil.gov.uk](http://www.daventrytowncouncil.gov.uk) or contacting the office on 01327 301246).

### **HOW DECISIONS WILL BE MADE**

The application will be assessed on the following criteria

- Eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Effectiveness

**Daventry Town Council reserves the right to vary the application of this policy in circumstances where significant economic benefit to the town is demonstrated.**