

YEOVIL TOWN COUNCIL



GRANTS POLICY

Yeovil Town Council is funded by the residents of Yeovil Town. Subject to funds being available the Town Council may provide financial support to local community and voluntary¹ organisations working in Yeovil for the benefit of the community, whilst providing value for money for local taxpayers and ensuring that public money is expended responsibly. The Council wishes to see such organisations flourish and develop in the Town and grant assistance helps to achieve this objective.

The level of funding available is dependent on the Council's budget.

In order for Yeovil Town Council to be able to assess applications rationally and objectively, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Yeovil or will benefit the environment of Yeovil.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make the presumption that funding will continue on a year to year basis, as grants are only paid for a single year and a second application is not allowed within 3 years of the organisation having previously received financial assistance from the Town Council.

The Aims of the Council's Grant Making Policy:

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To ensure the provision of services where there is evidence that they are needed by the Town's residents.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Yeovil Town residents to the services it provides and fund.
- To improve or enhance the local environment.
- To achieve value for money.

¹ Yeovil Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee or similar body.

The Grants Process

To apply for a grant from Yeovil Town Council you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account; operating in or providing a service to the community in Yeovil. All funding requests must be made using the Yeovil Town Council Application for Small Grant Assistance form and applicants should provide all information requested. The form can be downloaded from the Council's website. The office can also provide assistance to any group having difficulties completing the application form.

All applications for grants covered by this policy are determined by the Policy, Resources and Finance Committee. Applications will be considered (subject to being correctly completed and all the required additional supporting information submitted) at the next available meeting of Policy, Resources and Finance Committee. All applicants will be notified of the Committee's decision within 2 weeks of the meeting where the application was considered.

A copy of your organisation's latest audited accounts and balance sheet should accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant should be submitted instead. Where such statements have not been certified, they must be signed as accurate by two persons from within the organisation. Applicants who are not in a position to provide this supporting financial information must outline the reasons.

Grants over £1,000 will only be made where an acceptable business plan has been prepared - which sets out how the organisation intends funding its activities over the next three years (or, in the case of large grants for one-off events, for the event itself). The business plan must accompany the completed application form.

Please feel free to send any other relevant information along with your completed application form.

Yeovil Town Council apply the following criteria to grant applications

- Whether the group/project has followed the grants process and meet the requirements set out.
- Level of benefit to Yeovil Town and the impact the grant will make.
- Evidence of a well-managed group including previous experience and track record.
- Financial sustainability and viability of the group and/or project.
- Evidence of partnership working.
- Evidence that funding has been sought from other sources (particularly South Somerset District Council, Yeovil Without Parish Council and Brympton Parish Council) and the level of match funding available.
- Whether the group has received a grant from Yeovil Town Council in the past.

Yeovil Town Council will not fund the following:

- Organisations that do not provide a service to the community in Yeovil Town. (organisations situated outside the area administered by Yeovil Town Council must provide supporting information demonstrating the level of benefit to the inhabitants of the Town).
- Individuals or appeals supporting an individual.
- General appeals.
- Political groups or activities promoting political belief.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts and sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that are socially exclusive (i.e. where there are unreasonable restrictions on membership inconsistent with equal opportunities).
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.
- Where the aims and objectives are inconsistent with the values of the Town Council as set out overleaf.

Additional Conditions

- Grants are only paid for a single year and a second application is not allowed within 3 years of the organisation having previously received financial assistance from Yeovil Town Council.
- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the council is required on documentation and promotional materials, including websites. Organisations with premises will also be required to fix a suitable sign in a prominent place within its building mentioning the support given by the Town Council.
- Successful applicants will be required to provide a written report to the Town Council within 1 year of receiving a grant award explaining how the grant has been used.
- Organisations receiving financial assistance will be given a letter of authority by the Town Council indicating the award made and its purpose. This will enable the goods/services to be ordered. A payment in the sum of the award will be released

upon production of an original invoice for the goods/services. Alternatively, organisations may make arrangements for the Town Council to be invoiced direct. These arrangements will not apply where assistance is given towards running costs

- In order to receive payment organisations must have a bank account into which grants can be paid; payments will not be made to private individuals.

Additional grant conditions may also be attached to any funding from Yeovil Town Council and these will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in a demand for the grant to be repaid or may affect future grant assistance.

Yeovil Town Council Values

Promoting the well-being of the Town and its people

This includes respect for people and places, creating a sense of belonging which is so vital to the well-being of all the people in Yeovil, raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.

Helping people to help themselves

The Council will help generate local ideas and responses to address local needs; the Council may trigger and nurture ideas itself but, in addition, it will help people to organise and act to sort things out for themselves.

Involving others and working in partnership

We can only understand, learn and respond effectively to the range of problems and issues faced by local communities through partnerships and involving others in the process; in so doing, we will explore new ways of working and expect to draw on help in kind and other resources from a wide range of organisations, groups and individuals.

Equality and fairness

Like most growing towns, Yeovil is becoming a more diverse place and we welcome the richness and variety this development brings. It is important that all citizens get equal access to the Council and are treated fairly. We will encourage everyone to participate in the decision making process, and will consider all representations made and viewpoints put forward in making decisions and acting on behalf of the community.

Being approachable, welcoming, open and honest

The way in which we work helps to build understanding, trust and confidence in those we work with and for; whatever decisions we reach, we hope that all those involved in the process will support the approach we follow.

Simple, common sense approaches and solutions

Although we need to recognise the complexity of today's issues, we must also offer value for money and be efficient so that scarce resources can be channelled to where they are most needed.