

# HAVERFORDWEST TOWN COUNCIL CYNGOR TREF HWLFFORDD



## POLICY AND GUIDANCE FOR AWARDING GRANT AID

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## **About Haverfordwest Town Council Grants**

Haverfordwest Town Council grants are made for the benefit of people and projects local to Haverfordwest. Grants will be given in accordance with the relevant Local Government Acts and Statutes.

There are two tiers of grant funding available to applicants:

1. **TIER 1** – up to £500 by submission of grant application 1
2. **TIER 2** – up to £3,000 by submission of grant application 2

Due to a limited budget, we cannot guarantee that the full amount of grant funding requested will be awarded.

### **Who can apply?**

You can apply if:

- You are a not-for-profit group operating for the benefit of the community in Haverfordwest
- Your group is set up for charitable purposes, however you don't have to be registered as a charity or recognised by HM Revenue and Customs to apply for a grant. You will need to have some form of management committee or steering group with a bank account with more than one signatory
- You are a group of people, not necessarily constituted, who has specifically come together to run a project without having a separate bank account.
- Your aims and objectives are clear and well defined and are a real benefit to the community of Haverfordwest
- You have a constitution or set of rules which you must include with your application form
- You have a bank or building society account with at least two signatories
- You have annual audited accounts
- Your group is working towards an equal opportunities policy and constitution and can demonstrate that it is working within the Disability Discrimination Act and is aware of health and safety requirements
- You are a school associate/PTA applying for a grant which is for an extracurricular activity subject to funds being ring-fenced

### **New groups:**

Applications from unconstituted groups are welcome to apply for Tier 1 grants only.

If you are a group of people, not necessarily constituted, who has specifically come together to run a project without having a separate bank account, grants in these circumstances will be made on a one-off basis and if you wish to apply again in the future, your group must be constituted.

If you are a new group, we will need to know:

- Why you want to start the group and how it will be continued
- Have you any support from people wanting to join or run the group
- How you know there is a need

### **Branches:**

If you are a branch of a larger organisation, you must have:

- A constitution or set of rules of your own
- A separate management committee
- Your own bank account
- Your own annual account

- Your own annual accounts approved by the management committee
- Control over your own income and expenditure
- A specific brief for activities benefiting the community of Haverfordwest

### **Individuals:**

Individuals wishing to apply to run projects that would benefit the community are eligible to apply if the following criteria/conditions are met:

- A bank account separate from the individual's personal account is set up with two independent signatories
- Evidence of the level of support from the intended beneficiaries of the project

### **Project Duration**

You must use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned, we would expect the grant to be returned.

### **How and when to apply**

Application forms are available on our website or by contacting the Town Council office. Grant applications will only be considered by submission of the appropriate Haverfordwest Town Council Grant Application Form Tier 1 or Tier 2, together with a separate breakdown of the project costs and a copy of the latest audited accounts or latest bank statement. If audited accounts or bank statements are not available, please provide an explanation in your application form. Grants are assessed on a first come first served basis.

An organisation may apply for more than one grant in any given financial year. However, the applications would have to be made for different projects to different grants (eg. one small grant and one large grant may be possible). All applications are considered on merit.

Applications will initially be assessed by the Personnel, Policy and Finance committee who will make a recommendation for a decision at the next Full Council meeting. Dates of the meetings of Full Council are publicised on our website and also by contacting the Town Council office. As a member of the public, you are welcome to attend Full Council meetings and those at which your application is considered. However, applicants may only answer questions addressed to them by the Chair and are not permitted to take part in the discussion. Applicants will be advised of the decision following the meeting. If your application is unsuccessful, feedback will be given on request.

### **What cannot be funded?**

- National appeals are, within limited exceptions, outside of the Council's grant aid policy and, at present, the Council is prevented by statute from giving financial assistance to individuals and charities operating overseas or to a fund established to help persons outside the United Kingdom
- Activities that are part of statutory obligations or replace statutory funding, including curricular activity in school
- Endowments
- Salaries of any description
- Loan repayments
- Rates, council tax and utilities
- Second-hand road vehicles
- Projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Haverfordwest Town Council grant runs out

- Religious/political groups unless unrestricted community benefit can be demonstrated
- Religious building fabric and grounds including halls
- Projects that do not directly benefit the residents of Haverfordwest
- Projects that are written in support of an individuals needs or activities

The Council will normally provide grant aid towards specific projects or purchasing of equipment. It will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the town and/or its residents.

### **How applications are assessed**

All applications will be assessed using the criteria below on a scale of 1-5. Grant applicants must clearly demonstrate how their project will specifically benefit Haverfordwest and its residents in the five wards (criteria 1). If an application does not score 4 or 5 (on the 1-5 scale) for this criteria, it will automatically be rejected and not be assessed against the remaining criteria.

Tier 1 projects must score a minimum of 15 to be approved. Tier 2 projects must score a minimum of 25 to be approved. However, as funds are limited, a good score does not guarantee approval. Also, a good project that scores below the threshold may be invited to re-submit an application.

#### **Tier 1 Selection Criteria for applications up to £500:**

1. Benefit to the town and residents within its 5 wards.
2. How effectively your group propose to use the grant (aims and objectives)
3. How effectively the project will be managed
4. Appropriate and realistic costs (value for money)
5. Funding from other sources / match funding

#### **Tier 2 Selection Criteria for applications up to £3,000:**

1. Benefit to the town and residents within its 5 wards in the short and long term (outputs and outcomes)
2. Evidence of need
3. How effectively your group will use the grant (aims and objectives)
4. How effectively the project will be managed
5. Sustainability of the project and its potential legacy
6. Appropriate and realistic costs (value for money)
7. Funding from other sources / match funding

The application form may not necessarily reflect all the information used by the Council in determining applications and the Council may seek additional information to check the application and organisation. If the additional information is not provided upon request, the application will not be considered.

The terms and conditions are listed at the end of the policy and a signed copy must be submitted with the grant application form, to enable funding to be released to successful applicants.

### **When a grant may have to be repaid**

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and may be prosecuted.

### **Data Protection Act 2018 Information**

In signing the application form, you give permission for Haverfordwest Town Council to use the information that you provide:

- For establishing your entitlement to a grant
- To administer and analyse applications and grants
- In publicity and press releases

We aim to make our grant making and assessment process as open and as clear as possible. To achieve this aim we may:

- Hold open committee meetings, where we discuss individual applications in front of the public or media
- Allow your representatives to see information about the way in which we reach decisions on your application

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

### **Policy Review**

The information within these guidelines could change from time to time. Policy and regulations on distributing funds may also change. Haverfordwest Town Council reserves the right to amend any policy, procedure and assessment criteria at any time.

Policy Adopted on 28 July 2020

Policy to be reviewed by 28 July 2024

**Terms and conditions**

**This section is important as it is a condition of any application that you have read, understood and accepted the contents therein. A signed copy of these terms and conditions must be submitted with the application form for it to be considered**

- All applications are approved by Full Council and the decision is final. The meetings of the Town Council are open to members of the press and the public, and minutes of the meetings are available from the Town Council office, the Town Council website and the town library
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Council will not give retrospective grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the organisation/applicant detailed on the application form
- Only one grant per year will be awarded to applicants for each project for which the grant is sought. The awarding of a grant in one year will not preclude, but nor will it set a precedent for continued support in future years
- Groups working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will need to demonstrate that they have adequate public liability insurance for their activities
- For Tier 2 grants, we will ask the applicant to complete a short report to tell us what you have achieved with the funds. We will also ask you to prove that the money was spent for the intended purpose
- If contractors are used for any work, the Council may require organisations to provide written estimates
- Recognition of the grant from Haverfordwest Town Council must be made in any publicity, and detailed in the group’s accounts
- Haverfordwest Town Council may use the details as provided in the application form to publicise any funding provided
- We will use the name of your group (excluding personal data) and its project in our own publicity material
- When a grant expires, Haverfordwest Town Council has no commitment to provide any further funding for the project
- Maximum grant payable will be £3,000. Any group awarded a grant of over £2,000 may be allocated a Council Member who will act as an observer and link with the Council

Name of applicant .....

On behalf of organisation (if applicable) .....

Position in organisation (if applicable) .....

Address .....

I, as the applicant, accept the terms and conditions as outlined above

Signed .....

Dated .....