

ST IVES TOWN COUNCIL

Community Grants Policy



Introduction

St Ives Town Council has powers to award grants to local organisations to support their activities. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

- St Ives Town Council welcomes applications for its community grants scheme.
- Applications can be for any amount, but the Council will only consider applications for more than £1,000 by exception
- Applications can be submitted at any time in the year but are considered at meetings of the Finance and General Purposes Committee which meet 5 times each year
- The Committee may decide on your application immediately or defer a decision to ask for more information
- Grants can be used for capital or start-up / project costs. In exceptional cases, it may be used for running costs but only once in every three years.
- Applications will only be considered if they are submitted on an official application form together with the required supporting evidence.

Priorities

The Council will consider applications which meet one of the following objectives

Health and Wellbeing

We will support projects which help build a healthy, active and flourishing community. This might include increasing opportunities for informal sports provision, outdoor activities and arts projects. Funds may also be sought to improve the quality of buildings, green and open spaces and play provision. We will also support environmental initiatives which promote greener, cleaner places, reducing pollution and plastic consumption.

Prosperity and resilience

We will support ideas and projects which contribute to St Ives as a thriving and prosperous area, championing innovation, developing skills and opportunities for employment, volunteering, training and enterprise

Working Together

We will support schemes and projects which promote community involvement, creating opportunities for networking, partnering, communication. We especially welcome applications from under-represented and vulnerable groups including young people, older people and the disabled and for projects which create closer links between different groups.

Doing things differently

We will support schemes and projects which are trying something new or doing something differently. This may include start-up costs for a new organisation. In these cases, you must have clear aims and objectives, a written set of rules, a business plan and a detailed budget.

How to Apply

Grant applications can only be considered if submitted on a Grant Application Form with all supporting documentation. A copy of the latest set of approved accounts to be submitted, along with a copy of the groups Constitution or similar document.

Criteria

Grant applications will be considered against the following **criteria**:

- meeting the Council's priorities as set out above
- the viability of the project
- How local people benefit

The grant scheme is unable to support:

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Individuals
- Hospitality

Applications from organisations with substantial unallocated resources will not be considered a priority for funding.

Terms and Conditions of Grant

Applications will only be considered if

your project directly benefits the people of St Ives Parish (including Lelant and Carbis Bay)

You receive no other funding from St Ives Town Council

You are locally based, or your funds are kept locally

If you have other public funding, you must explain how the Town Council's funding will bring extra value and must demonstrate that the funding will not replace statutory funding or services

There is a clear evidence of need

For existing projects / organisations, you have a bank account with two signatories, a clearly defined set of objectives or a constitution

For new projects / organisations you have a constitution, aims and objectives and a business plan

Grants will only be awarded for forthcoming projects – not retrospectively.

Awards will **not** be made to:

- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of race or religion
- individuals

- Awards will not normally be made

- to 'branches' that could be funded by their main organisation
- for buildings that are uninsured

Banking arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque.

Other notes

1. St Ives Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
2. In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be available to the organisation until the end of the financial year in which they were awarded, unless otherwise determined by the Council when approving the grant. Should the funds continue to be required for the project, a Grant Renewal Application must be submitted, usually for consideration by the Council in March of the current financial year.
3. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
4. To be included on the agenda, grant applications should be received by the Town Clerk no later than 10 working days before the relevant Finance and General Purposes Committee

Application forms are available from:

enquiries@stives-tc.gov.uk

St Ives Town Council, The Guildhall, Street An Pol, St Ives.

Tel. No. 01736 797840

If you're successful...

You will be asked to agree the following terms and conditions in a letter of acceptance

- You will be asked to undertake to spend the grant on the purpose for which it has been awarded
- You will be required to provide a written report on how the funds are spent against the project criteria together with relevant invoices and receipts of expenditure
- Council representatives may request to visit your project to look at how funds have been spent and how the parish has benefitted
- You will be asked to attend the Council's annual town meeting to talk about your project and how funds have been spent
- Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material and to include the Council's logo— wherever possible.
- Your organisation must abide by all relevant laws and regulations