



**St Ives Town Council**

**COMMUNITY ORGANISATIONS  
CORE FUNDING GRANT POLICY**

**April 2022**

## Policy / File Status

<b>Version</b>	0.4	<b>Approving Body</b>	Full Council
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<b>Responsible Officer</b>	Town Clerk	<b>Minute Reference</b>	C/158
<b>Oversight Committee</b>	Finance & General Purposes	<b>Review Date</b>	May 2023

## Version History

<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
Oct 2017	0.1	Town Clerk / Resources Committee	
Feb 2021	0.2 adopted 2021-22	Finance and General Purposes Committee	Revised policy seeking to encourage applications from under represented groups, changing priority objectives and reporting arrangements
Feb 2022	0.3	Full Council	Min 131 Recommended policy adopted following revisions to create a separate policy on core funding
Mar 2022	0.4	Finance and General Purposes Committee	Amended wording to encourage applications from groups representing groups with protected characteristics under the Equalities Act.
Apr 2022	0.4	Council	Final amendments adopted for 2022-23 policies

## Review Record

<b>Date</b>	<b>Type of Review Conducted</b>	<b>Summary of Actions Taken or Decisions Made</b>	<b>Completed By</b>

# Community Organisation Core Funding Grant 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.

## Purpose of the Core Funding Grants Scheme

The Council recognises that a number of local not for profit organisations deliver valuable services to the local community of St Ives Parish. Many services are non-statutory or are filling a gap left by others. Their projects meet local people's needs and provide services and activities which would otherwise not be delivered. Others enrich the cultural, social and environmental life of the area.

The Council understands that, in many cases, such organisations have limited resources and rely on fund raising and donations to continue to operate. This fund has been established, to recognise the role of such organisations and enable them to continue to deliver valuable services. It is available to support a broad range of core running costs including staffing, travel and subsistence, accommodation-related costs, the purchase of goods, services and materials. Detailed eligibility requirements are set out below.

Please note that there is no dedicated funding allocation to support this policy. Funds are awarded in response to applications from individual organisations on a case by case basis.

St Ives Town Council welcomes applications for its community organisation core funding scheme.

- Applications can be for any amount, but the Council will only consider applications for annual costs of more than £4,000 by exception
- Applications can be submitted at any time in the year but are considered at meetings of the Finance and General Purposes Committee twice a year in July and November, in order to feed into the budget setting process.
- The Committee may decide on your application immediately or defer a decision to ask for more information
- The Committee reserve the right to offer less than the requested amount, for example if the budget is over-subscribed.
- Grants can only be used for core running costs, not capital costs or one off projects. Grants are awarded for up to three years and shall be paid annually. This is solely at the Council's discretion. After three years, any re-financing or extension would be subject to a detailed review and be at the Council's absolute discretion.
- 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 Social Wellbeing**

We will support organisations which help to build a healthy, active and flourishing communities. This might include bodies which

- Increase opportunities for informal sports provision, outdoor activities
- Run buildings, green and open spaces and play provision.
- Deliver environmental initiatives which promote greener, cleaner places, reducing pollution and plastic consumption.

### **Vibrancy, Prosperity, and resilience**

We will support organisations which contribute to St Ives as a vibrant, thriving, and prosperous area, including

- championing the arts, heritage, and culture
- delivering innovation
- developing skills and opportunities for employment, volunteering, training, and enterprise

### **A caring-sharing St Ives**

We will support schemes and projects which provide essential local services and which promote an ethos of caring and sharing St Ives through:

- supporting vulnerable groups in the community
- helping others and delivering services where there are service gaps
- promoting community involvement, creating opportunities for networking, partnering, communication.
- Meeting the needs of under-represented and vulnerable groups including younger people, older people, LGBT+ and disabled people.

### **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 must be submitted, along with a copy of the organisation's Constitution or similar document and a copy of the previous year's operating budget. Details of the account signatories and /or trustees must also be provided, numbering at least two unrelated individuals. The application should be accompanied by a statement, setting out why the grant is sought, how the Council's priority outcomes will be met and how the organisation aims to become sustainable in the medium term.

### **Criteria**

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

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

### **Eligible Organisations**

The following bodies and organisations are eligible to apply

- Constituted voluntary organisations and not for profit organisations, which are financially viable with their own bank account that requires two unrelated people to authorise payments and make withdrawals.
- The account must be in the name of the organisation applying.
- The body applying must have an open door user / membership policy and provide services that are accessible to people from all backgrounds\*.
- The body must demonstrate it has good governance in place including a management committee/board of directors that includes at least three unrelated individuals.
- The project must confirm its acceptance of a funding offer for a limited 3 year period.

\* There may be some exceptions for groups promoting positive action (under Schedule 9 exceptions to the Equality Act 2010)

### **Eligible Expenditure**

The costs of core operating costs and activity directly related to the service or project being delivered including

- Items of equipment, including digital technologies
- Staff costs
- Travel and subsistence
- routine maintenance and repair of equipment
- Accommodation related costs including rent, utilities
- Volunteer training or fees to bring in additional expertise to an area
- Hire costs, publicity materials, refreshments
- Small items of equipment

The grant scheme is unable to support:

- Capital costs
- Start up for new organisations
- The purchase or rental of large equipment
- 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, Halsetown 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
- you have a bank account with two signatories, a clearly defined set of objectives or a constitution
- Grants will not be awarded retrospectively.

Awards will **not** be made to:

- commercial enterprises which aim to generate a profit
- purchase of medical equipment
- Organisations with beliefs that are contradictory to the council's core values or whose sole aim is to promote a political belief or religion
- to any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010<sup>1</sup>.
- A service that the state is obligated to provide
- Accommodation costs for property where ownership (freehold or eligible lease) is not yet established
- VAT that can be recovered
- Branches that could be funded by their main organisation
- Buildings which are un-insured

### **Banking arrangements**

The organisation should have a bank account in its own name with at least two authorised representatives.

### **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.
3. Organisations seeking funds for accommodation costs 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](mailto: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

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<sup>1</sup> It is against the law to discriminate against someone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These are called protected characteristics.

- 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 on an annual basis
- 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