



St Ives Town Council

COMMUNITY GRANTS POLICY

April 2022

Policy / File Status

Version	0.4	Approving Body	Full Council
Date	24.03.2022	Date of Approval	14.04.22
Responsible Officer	Town Clerk	Minute Reference	C/158
Oversight Committee	Finance & General Purposes	Review Date	May 2026

Version History

Date	Version	Author/Editor	Comments
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 on timescales for multiple applications and 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
May 2023	0.4	Council	No change
May 2024	0.4	Council	No change
May 2025	0.4	Council	No change

Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By

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 £2,000 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
- The Committee reserve the right to offer less than the requested amount. Examples include – but are not limited to - the budget being over subscribed or the idea untested
- Grants can be used for capital or start-up / project costs. In exceptional cases, it may consider a request from an established local groups to support its core running costs but only up to a 3 year period for a specific project or service. There is a separate grant application process, for general operating costs – the community organisations core funding grant - which can support running costs for a minimum three year period.
- 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 younger people, older people LGBT+ and disabled people 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. Details of the account signatories must also be provided, numbering at least two unrelated individuals.

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

Eligible Organisations

- The following bodies and organisations are eligible to apply
- Constituted voluntary organisations and not for profit organisations
- The body applying must be financially viable with its 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 membership policy and provide services that are accessible to people from all backgrounds*.
- Awards will not be made to any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010¹.
- 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 be capable of being completed within a year of grant being awarded.

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

Eligible Expenditure

- Building works and improvements to community assets that result in high quality, accessible sports and community facilities or accessible outdoor spaces
- Items of equipment, including digital assistive technologies
- Delivery costs of a specific project or activity including staff costs lasting up to 12 months (but excluding core running costs of an existing organisation – see below).
- Volunteer training or fees to bring in additional expertise to an area
- Start-up funding including hire costs, publicity materials, refreshments, travel, and small items of equipment

The grant scheme is unable to support:

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- Core running costs for existing local organisations – these are the subject of a separate application process for a **Community Organisation Support Grant**.
- 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

¹ 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.

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
- purchase of medical equipment
- Grants with the sole aim of promoting a particular religion
- Organisations with beliefs that are contradictory to the council's core values or whose sole aim is to promote a political belief
- A service that the state is obligated to provide
- land or building where ownership (freehold or eligible lease) is not yet established
- VAT that can be recovered
- General fundraising campaigns
- Commercial ventures
- 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, 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 (Appendix A)

- 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

St Ives Town Council

Approved Grants

Terms and Conditions



St Ives Town Council

Please read and sign:

- To undertake to spend the grant on the project for which it has been awarded and for no other purpose.
- Where the grant is used to purchase assets, to ensure wherever possible this supports the local economy and that they are maintained in good condition for the duration of their useful economic life.
- To submit an official invoice for the grant, together with a programme or timetable confirming when the funds will be committed, spent and when the project / purchase will be complete – the "Completion Date"
- By no later than 28 days after the Completion Date, to provide a written report on how the funds are spent against the project criteria together with relevant invoices and receipts of expenditure. These will be circulated to the awarding Committee.
- Agree to participate confirm your agreement to Council representatives visiting your project or premises to look at how funds have been spent and how the parish has benefitted
- Upon invitation, to attend a future meeting of the Council, including Committee meetings and / or annual town meeting to talk about your project and how funds have been spent
- To acknowledge and recognise the Town Council's contribution in the organisation's annual report and accounts.
- To refer to the Council's funding in any materials that refer to the project and on all publicity/printed material. Such acknowledgements shall include the Council's name and logo using templates provided by the Town Council
- Your organisation must abide by all relevant laws and regulations

Banking arrangements

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

Other notes

5. 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.
6. 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.
7. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
8. 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

Please sign that your organisation has read and agrees with the above Terms and Conditions.

Two Representatives Signatures:

Name(Print):

Role in Organisation:

Sign:

Date:

Name(Print):

Role in Organisation:

Sign:

Date:

enquiries@stives-tc.gov.uk

stivestowncouncil-cornwall.gov.uk/info-page/community-grants/

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

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