



1 Introduction & Policy Statement

- 1.1 Haverhill Town Council recognises the immense value of voluntary and community activity and its contribution to residents' well-being, the local economy and the sustainability of a wide range of services which benefit visitors and people living and working in the town. The following policy and procedures are based on the principles of fairness, responsiveness to local need, generosity and accountability.
- 1.2 Haverhill Town Council has the authority to make grants under the Localism Act 2011 s1, General Power of Competence. Whilst this Council gives grants under the General Power of Competence, it follows the rules for s137 as good practice. This means grant applications will not be successful unless they can demonstrate outcomes which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.
- 1.3 Grant requests usually far exceed the funds the Council can earmark for this purpose when setting a budget for the year. Grant funding by Haverhill Town Council is dependent upon available funds. Before any grant application is considered the council will receive a report of spend to date in the financial year and the current balance.
- 1.4 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure that finite resources are distributed fairly.

2. Principles

- 2.1 Recipients of previous grants should not assume that they will be awarded a grant in future years. Grants will be awarded on the basis of the criteria and assessment process set out in this policy as amended from time to time.
- 2.2 Grants are awarded at the discretion of the Council.
- 2.3 The Council reserves the right to select one or more themes for grant-giving from time to time, which may mean previously successful applicants/applications do not qualify whilst a theme is in place.

2.4 For funding requests over £1,000, we will require applicants to demonstrate they have attempted to attract funding from other sources, including match- and in-kind funding, wherever possible.

3. Eligibility Criteria

3.1 Grants will only be awarded to organisations or partnerships which demonstrate that they:

- a) Have a need for grant funding. Grants will not be given to any organisation with significant uncommitted funds.
- b) Have, in the opinion of the Council, sound governance arrangements.
- c) Have, in the opinion of the Council, sound financial management.
- d) Represent good value for money.
- e) Have, in the opinion of the Council, sufficient ability to deliver the outcomes anticipated.
- f) Have clear policies on equality and inclusion covering service users, subject to recognised exemptions.
- g) Provide significant benefit for a meaningful number of people in Haverhill.
- h) Qualify under any theme applicable at the time.
- i) Requests for general revenue funding over £1,000 (running costs) for organisations may be agreed by exception, but an explanation of how the organisation can be sustainable in subsequent years will be required, as applicants cannot rely on town council funding indefinitely. Applicants are encouraged to apply for funding of an identified expenditure rather than general running costs.

3.2 Applications from consortia and partnerships are accepted, when submitted by an organisation accepting lead responsibility for delivery. This organisation must be able to provide evidence and supporting documents confirming their eligibility.

3.3 Grants may only be awarded to branches of regional or national organisations which clearly demonstrate how the funding is to be used to specifically benefit the people of Haverhill.

3.4 The Council will NOT fund:

- a) Applications that do not meet the eligibility criteria described in sections 3.1-3.3
- b) Applications for causes that fall outside the remit of parish councils to fund.

4. Application and Determination Process

4.1 4.1 Information about grants is available on the Council Website.

4.2 ***The maximum grant that the Leisure and Community Committee can approve is £2,000. Grant applications for sums exceeding £2,000 will be referred to Full Council.***

4.3 Grant applications can be submitted at any time, to be determined at the next scheduled Leisure and Community Committee. Grants are made on a first-come first-served basis and groups are encouraged to apply early in the financial year.

4.4 Grant applications will be screened by council officers to ensure they have been properly completed and are eligible for funding, before being presented for consideration by councillors. Whilst officers will work with applicants to help them pass this verification stage they cannot engage in protracted correspondence. If grants are rejected at this stage the fact an application was made, and the reasons for rejection, will be noted at the next Leisure and Community Committee, regardless of the funds requested.

4.5 Original applications are available on file for scrutiny by any Councillor. The Town Clerk will provide copies of the applications for members of the Leisure and Community Committee prior to each approval meeting. Visits to applicants' organisations may be arranged via the Town Clerk.

4.6 All organisations in receipt of grants will be required to provide feedback on the benefits that the grant funding has made to the project at least once during the year (or when the project has completed, if within 12 months).

5. Supporting documentation required

5.1 On the application form, confirmation will be required that the following items are available for inspection if required.

- Aims of the organisation /Constitution / Memoranda and Articles / Terms of Reference
- Equality and Diversity policies
- Insurance documentation valid for the relevant period

5.2 The application itself must contain the following information:

- Names and addresses of key contact.
- Names of Chairman, Secretary & Treasurer (must be provided if applicable).
- Names of bank signatories (minimum 2, **unrelated**).
- Location of activities.
- Number of clients/members served (where relevant).
- Description of service/activity provided, project or event to be supported.
- Reason for application with details of how the grant will be used.
- How much funding being applied for.
- How the grant will benefit the town and people of Haverhill.
- Details of any previous financial assistance from the Council in the last 3 years.

- k) Other sources of funding applied to for the same purpose, whether secured or unsecured.
- l) Latest audited or certified accounts (must not be more than 18 months old). If you do NOT have these, please state on the application.
- m) How Council support will be acknowledged/publicised.

6. The eligibility of applications will be assessed against the following criteria:

- 6.1 If the applicant has received funding in the previous year, the Council must be satisfied that the applicant has delivered that project or service to a satisfactory level and returned a grant report in good time.
- 6.2 Applicants must answer all the questions on the application form accurately.
- 6.3 Applications must demonstrate direct benefit to the inhabitants of Haverhill.
- 6.4 The funding requested must be commensurate with the benefit obtained by the inhabitants of Haverhill.
- 6.5 Feedback on individual grant applications may be given on request to the organisation concerned.

7. Conditions for giving grants

- 7.1 The Council reserves the right to retain funds awarded and incur that expenditure directly on behalf of the grant recipient, e.g. to facilitate recovery of VAT, or where the applicant cannot satisfy financial requirements set out in section 5.2
- 7.2 Minor changes in how the grant is used may be allowed subject to the funding being used in line with the original application. Any such changes must be applied for to the Council and agreement given in writing.
- 7.3 Records must be kept showing how the grant has been spent.
- 7.4 Grants are strictly for the current financial year.
- 7.5 Any funds not utilised for the original purpose must be offered back to the Council.

Haverhill Town Council

Grant Application Form

This application form contains the following sections:

Section A:

About you

Section B

About your project (aka activity/service/event)

Section C

Budget

Section D

Declaration

Section A About you

1. Name of Organisation

Is this application a consortium/partnership bid?	Yes		No	

If yes, name(s) of other organisations involved:

2. Address of organisation

Name	
Address	
Postcode	
Telephone	
Email	

3. Please give the following details for the main contact person.

Name	
Address	
Postcode	
Telephone	
Email	

We will send acknowledgement of receipt of your application by email to this contact.

4. Please give the names of the following officers (where relevant)

Chairman	
Secretary	
Treasurer	

5. Attach your most recent audited or certified accounts (must not be more than 18 months old and be signed)

Accounts attached (tick)

6. Please confirm the following documents are available for inspection if required:

The constitutional document that governs your organisation (tick)

Your Equality and Diversity policies (tick)

(Do not send them unless we request them)

Section B – About Your Project/Service/Activity/Event

(For convenience, we have used 'project' throughout this form, but do not get hung up on this)

7. Please describe the project for which you are applying for funds

- a) Number of clients/members/public served (where relevant)
- b) Description of service/activity provided, project or event to be supported
- c) Reason for application with details of how the grant will be used
- d) How the grant will benefit the town and people of Haverhill

(300 words max. If necessary, continue on no more than one side of A4):

8. Where will this take place?

Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

9. Which key Haverhill Town Council objective will be met through funding your project? (tick all that apply)

- Provides significant benefit for the people of Haverhill
- Provides value for money
- Promotes health and wellbeing
- Promotes Community Involvement
- Supports local solutions to meet local needs
- Promote community cohesion/inclusion
- Works in partnership with others
- Provides matched funding
- Provides evidence of sustainability

Have you previously received funding from Haverhill Town Council?

If you have received funding in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount

How would Haverhill Town Council support be acknowledged?

10. Have you applied for other sources of local funding or raised money towards this proposal yourselves?

We anticipate applicants will not seek 100% of funding from the Town Council – See policy 2.4 regarding this.

Yes

No

Section C Budget

This budget should be for the **total cost** of the activity you are applying to do. Do not pluck figures out of the air - you will be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already.

Expenditure items	Quantity	Unit Cost £	Total £

A Total Expenditure (must be sum of above)	£
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Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	
From Non-Statutory Grant making Bodies and other public authority funding	
B Total Income	£

C Sum requested from Haverhill Town Council	£
D Total Income (must be sum of B & C above) and equal to figure in A	£

Section D Declaration

Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. A list of all grants made by the Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body we follow the Data Protection Act 2018 and the Freedom of Information Act 2000. For further information, see details on our website at <https://haverhill-tc.gov.uk>

Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 2018 and the Freedom of Information Act 2000

I confirm that I have the authority to sign this application.

I confirm that the information in this application is true and correct.

Your signature [*digital signature acceptable*]

Name (Use CAPITAL LETTERS)

Date:	
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Return this application form to The Town Clerk, Haverhill Town Council, High Street, Haverhill CB9 8AR, with all necessary supporting information.