

## FROME TOWN COUNCIL COMMUNITY GRANTS

### Grants Criteria, Terms & Conditions

1. **There are two types of grants available:**

- Small grants of up to £300 that will be considered on an ongoing basis by the Town Clerk in consultation with the Mayor
- Large grants, £300 - £2,000, will be considered by an advisory group of Councillors in December 2017 & February 2018.

All grants can be for project, capital or, on occasions, core costs.

Grants awarded by FTC are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore we apply very stringent criteria to each application.

2. **FTC's Corporate Strategy for 2016 – 2020 Strategy** has three broad areas, one or more of which your project should address to qualify for funding.

- Health and Wellbeing
- Prosperity
- Environmental sustainability

#### **Strategy area one: Health and Wellbeing**

FTC aims to see a flourishing and active community of people and organisations working together. Applicants that can demonstrate good networking & partnerships will therefore score favourably.

FTC wants to make the best use of resources to plug existing and emerging gaps in provision of projects that promote wellbeing. In 2017/18, areas of focus include (but are not restricted to):

- Mental health
- Literacy
- Play and youth work
- Reducing isolation

FTC recognises the wellbeing aspect of the town's open spaces. Walking, cycling, and formal and informal sports opportunities are important for both health and social connections.

FTC wishes to encourage participation beyond the 'usual suspects' by providing, for example opportunities for young people to be included in the town's decision making.

#### **Strategy area two: Prosperity**

FTC will support a thriving business community who are connected with each other and with the town, providing employment and prosperity. FTC will prioritise applications that:

- Support the implementation a 'Good Business' strategy, 'Good' being defined as acting in ways that are socially, economically, and environmentally sustainable.
- Promote Frome as destination for business or tourism
- Are educational beyond the school curriculum and foster life-long learning
- Enhance the cultural and artistic wellbeing of the wider community

### **Strategy area three: Environmental sustainability**

FTC will favour projects that can demonstrate one or more of the following; whether as a central project focus or as part of their organisation's working ethos:

- Enhance attractiveness, variety and accessibility of green spaces
- Increased focus on renewable energy
- Capitalise on energy efficiency
- Reduce waste
- Improve community transport

### **3. Scoring Mechanism to assess applications**

Every application received during one of the two application windows will be scored by the Grants Advisory Group against the following criteria:

- a) Working with others; networking/partnering
- b) Providing something different
- c) Getting more people involved - widening participation
- d) Making use of and/or producing renewable energy efficiency
- e) Waste reduction
- f) a commitment to working ethically (FTC has an ethical decision-making matrix that helps)

The scoring process will inform the Group's recommendations. It is a starting point for a discussion rather than being an absolute for decision making. For example, if your project has the potential to support delivery of just one of the Council's strategic areas, this may take precedent over scoring points in every category.

### **4. Payment Requirements**

- Grants should be spent for the purposes stated on the application only
- Frome Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned

### **5. Publicity Requirements**

- Frome Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity, and will ask for evidence to be provided for monitoring purposes.

- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Frome Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

## **6. Monitoring and Reporting**

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided, and you will be notified of the date we expect to have received it completed and returned by.

Frome Town Council representatives may request to visit the project, to talk to staff, participants in order to gain a better understanding of its merits and benefits to local people. Further grants will not be awarded if reporting is missing.

## **7. Other Terms & Conditions**

Please ensure that you can answer yes to the following statements before completing your application.

- a) Grant applications will only be considered where the project or activity directly benefits residents within the parish boundaries of Frome.
- b) The organisation has clearly defined aims and objectives
- c) The organisation has its own bank account with at least 2 authorised signatories (see exceptions below)
- d) Grants cannot cover costs that have already been incurred
- e) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- f) The applicant must abide by all relevant laws and regulations. Frome Town Council reserves the right to request sight of the organisation's policies
- g) If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Frome Town Council into disrepute, action will be taken and the grant terminated
- h) Applicants must be prepared to supply all supporting documents as required on the application form with their application
- i) Organisations are required to include the grant in their financial accounting as a specified restricted income and expenditure.

### **Exceptions**

- For new groups that do not yet have bank accounts, small grants may be considered whereby the Town Council can order part or all of the resources for you
- New groups without bank accounts should provide a simple Business Plan stating aims and objectives together with a financial projection for the forthcoming year