

## FROME TOWN COUNCIL COMMUNITY GRANTS

### Grants Criteria, Terms & Conditions

Community Grants, £300 - £2,000, will be considered by an advisory group of Councillors in July '18, November '18 and January '19.

All grants can be for project or capital costs. In exceptional circumstances we will consider core costs; no more than once every three years.

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.

#### 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) How the project meets the aims of FTC's corporate strategy, as detailed below.

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.

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

- Health and Wellbeing
- Prosperity and Resilience
- Environment

#### Strategy area one: Health and Wellbeing

FTC aims to see a flourishing and active community of people and organisations working together.

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 and Resilience

FTC will support projects which promote a thriving business community, connected with each other and with the town, providing employment and prosperity.

We are also interested in receiving applications for projects which seek to capitalise on energy efficiency, reduce waste and or promote sustainable transport solutions.

### **Strategy area three: Environment**

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.

We are also keen to support a focus on Enhancing attractiveness, variety and accessibility of green spaces.

### **Other Terms & Conditions**

- a) Grant applications will only be considered where
  - The project or activity directly benefits residents within the parish boundaries of Frome.
  - The project is not funded by any other means by FTC, including PB
  - The organisation is not in receipt of a Multi -Year Agreement from FTC
- b) There is clear evidence of need for the project.
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form.

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Successful applicants will be asked to agree to the following conditions in a letter of acceptance:

### **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 by which it must be completed and returned.

Frome Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

### **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

### **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.

The applicant must abide by all relevant laws and regulations. Frome Town Council reserves the right to request sight of the organisation's policies

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