

Agenda item 10

For decision - Changes to FTC community grants

Author: Kate Hellard, Community Projects Officer

Summary

This report proposes to continue awarding grants under £300 through the Mayors Small Grant programme with new, simplified and concise criteria. The Community Grants between £300 and £2000 have more comprehensive terms and conditions, also revised.

Cllrs should note that the membership of the Grants Advisory Group is currently Cllrs Barclay, Collinson, Golinski, Macfadyen and Elliot. The membership for 2018/19 will be decided and confirmed at this council meeting.

Background

FTC has operated a community grants scheme for many years. It forms part of a package of support to organisations in the town. FTC also provides advice, training and fundraising support through the Community Projects Officer and contract fundraiser.

For the year ahead, it is proposed that the Grants Advisory Group meets three times; July, November and January. The advisory group has proposed new criteria for applicants, detailed at the end of this report.

To make our grants go to maximum number of organisations, the key changes to these criteria include:

- Mayors Grant; we are targeting smaller organisation that have a turnover of less than £20k per year.
- Community Grants; we are excluding organisations who are in receipt of a Multi-Year Agreement and organisations that have received core funding no more than once every three years.

Recommendations

Agree the revised terms and conditions and grant criteria for the Mayors Small Grants and Community Grants (as outlined below)

Draft Grants Criteria to be issued with application forms.

**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.

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

FROME TOWN COUNCIL MAYORS SMALL GRANTS Criteria, Terms & Conditions

Small grants of up to £300 are considered on an ongoing basis by the Town Clerk in consultation with the Mayor, for organisations with a turnover of less than £20k per year.

Applications can be made to fund resources and or the running costs of a project (including staff time).

In your application you will need to demonstrate that:

1. *your project directly benefits Frome residents.*
2. *your project is not funded through any other means by Frome Town Council.*
3. *your project has not already taken place.*
4. *your organisation is not party political or profit making.*

You will also be asked to tell us how your project fits with the Frome Town Council (FTC) strategy:

Strategy area one: Health and Wellbeing

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

We also wish 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 the attractiveness, variety and accessibility of green spaces.

You will need to provide the following documents with your application:

- a) A copy of your most recent accounts*
- b) A copy of a bank statement*
- c) A copy of your constitution*
- d) Confirmation of a bank account with more than two signatures on it*

If you are successful we will ask you to:

- a) Come into the town hall to receive your grant from the mayor. We will take a photo and publish a press release.*
- b) Tell us, using the monitoring form we will provide, how you used your grant and show how the money was spent against the budget, once the project is finished.*
- c) Abide by all relevant laws and regulations. FTC may ask you for copies of policies and procedures.*
- d) Include the grant on your financial accounting as specified restricted income / expenditure.*

And finally:

FTC reserves the right to recall any grant given to an organisation which ceases to operate during the financial year in which the grant has been given.

If FTC 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.