

## Community Grants Terms & Conditions

At Frome Town Council (FTC) our aspiration is to be:

*Catalysts and supporters of new initiatives in the Town, identifying gaps in provision, providing practical help and grant funding for people and organisations with new ideas.*

We therefore welcome applications from new and fledgling organisations and or for innovative projects that address an identified gap in services and opportunities for residents in Frome.

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an FTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £3k if your project can demonstrate the following:

- How the project will support FTC's ambition 'to build a town that is environmentally sustainable, inclusive, and prosperous with a community that is more resilient, happier, and better able to shape its own future.'
- A need for the project / existing gap in provision.
- A direct positive impact for Frome residents.
- How the project will be financially sustainable in the long term, independent of FTC funding.

In exceptional circumstances the Grants Committee will consider applications of up to £5k however please note if your application is for more than £2k that the same project will not qualify for further funding from FTC within a two year window.

Applications that will fit the desired outcomes of the funding and support FTC's ambitions above, will be assessed by a panel of councillors. Decisions will be made at the scheduled Grants Committee meetings. All applicants for a Community Grant will be invited to attend the Grants Committee meeting.

Grants awarded by FTC are public money, collected as part of the precept. We are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

### 1. 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 and to talk to staff and participants to gain a better understanding of its merits and benefits to local people. Organisations may be invited to present their project at the Annual Town Meeting, or share photos to use in connection with that event.

2. **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

3. **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.

4. **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
- 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
- i. The applicant must abide by all relevant laws and regulations. Frome Town Council reserves the right to request sight of the organisation's policies, which include a constitution and safeguarding policy.

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.

If you could like to apply for a grant please complete the Community Grants application form which can be found at [www.frometowncouncil.gov.uk/grants](http://www.frometowncouncil.gov.uk/grants). If you would like any support in completing the application please contact us - [info@frometowncouncil.gov.uk](mailto:info@frometowncouncil.gov.uk)