

This policy sets out how Lydd Town Council will make decisions on community small grant applications for the applicants and Councillors.

**Introduction**

Lydd Town Council provides a small grant scheme to encourage, support and promote local voluntary organisations and charities for the benefit of the Parish of Lydd.

The Town Council agrees an annual budget provision, usually at the November Council meeting, for Small Grants.

The funding used for this comes from the money donated by Lydd Municipal Charities usually received in December which donates equal amounts to Lydd Town Council, All Saints' Church and local people who meet the criteria for support from this long- standing Charity dating back to 1560 to help the community of Lydd.

The key principle of this policy is to ensure that grant expenditure is open and transparent and fair to all organisations applying for funding and that all organisations are treated equally and that the same application process applies to all organisations.

This policy is designed to act as guidance for both applicants and Councillors when considering applications

The Small Grants Scheme is currently for grants of a value up to £500\*, considered annually and payable from April 1<sup>st</sup>.

(\* this amount may be reviewed at budget setting depending on the pattern of the number of applications or the sum of money available changing which will be set out in a briefing note)

**GUIDANCE FOR APPLICANTS****Eligibility**

The scheme is open to Community Organisations and Local Charities

All organisations must have a bank account in their own name with at least two unrelated people signing cheques or authorising payments

Projects must deliver a benefit to the residents of Lydd parish

The Town Council will only consider one application from an organisation within any financial year.

**Applying for a Small Grant**

Applications should be made on the application form available on the Town Council website and include all information requested on the form. An application will not normally be considered until all required information has been provided before the deadline as advertised each year.

Applicants must supply the previous financial year accounts and recent (within three months) bank statement and a copy of their Constitution and minutes of their AGM.

**Small Grant Award Process**

Small Grant applications are considered by a working group made up of the Lydd Town Councillors who are appointed as the Trustees to the Municipal Charities and the Chairman of the Municipal Charities who is not a member of Lydd Town Council. The working group will ensure that all the applications meet the criteria set out for consideration and judge each application on its merit. The recommendations will then be presented to a full Council meeting for ratification.

**The working group will consider the following criteria for all applications as follows:**

**Precious years reporting**

Has the organisation met the Councils requirements to provide all information requested including invoices, evidence of delivery and press releases recognising the financial support of the Town Council for previous years funding requests?

Recipients receiving a grant shall provide an evaluation within twelve months of receipt of the grant and before submitting further applications.

Receipts for all expenditure shall be provided as part of the evaluation to demonstrate the grant was spent appropriately and in accordance with the application

All non-compliance will be reported to full Council and those organisations will not be eligible to apply for funding in the following application year.

**Strong governance**

The applicant should evidence good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not recommended. Each organisation must have an appointed Chairman, Secretary and Treasurer and a minimum of two signatories for payments who must not be related. If relevant, insurance arrangements must be in place.

**Conditions of Grants**

An application under the small grant scheme shall indicate agreement to the following conditions.

Recipients shall provide all evidence as required by the Town Council to demonstrate the money has been spent in accordance with their application

The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

Recipients are expected to positively promote the Council for their support

Recipients should acknowledge the financial support received from the Council in press releases and publicity.

Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.

The Council may apply any additional conditions it deems necessary as part of the grant award

**Receipt of Grant**

Payments shall be made to the organisation as specified on the application only.

Organisations are responsible for ensuring they provide the correct name of payee on the application.

Payments shall only be made to an organisation. The Council will not issue grants to an individual or to an organisation made up of solely related people

**GUIDANCE FOR COUNCILLORS**

Councillors often have involvement with voluntary community groups and charities and it is important that they do not favour those organisations or aim to influence other members of the Council in their decision making when small grant applications are being considered.

Where a Councillor has membership of an outside body which is applying for funding under the Small Grant scheme they should declare an interest in the application on that agenda item and not participate in debate or vote on the application.

Where a Councillor's spouse/partner or close relative has membership of an outside body applying for funding they should declare an interest in the application on that agenda item and not participate in debate or vote on the application.