Policy Name:	Grant Awards Policy
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Responsible Officer:	Chief Officer
File Location:	Councillor Shared Drive, Council Website
Next Review Due:	May 2027

Introduction

1.1 Skipton Town Council is keen to contribute financial support to projects being developed by community organisations for purposes which strengthen the community and enhance the well-being of residents and their environment, within the parish.

1.2 Grants may complement other sources of funding, and this is encouraged.

1.3 Skipton Town Council operates a grant scheme for community organisations to apply for up to £2000.

1.4 Application forms to apply can be obtained from: Skipton Town Council, Armoury House, 45a Otley Street, Skipton, BD23 1EL

1.5 All applications will be considered by the Town Council on their merits. If some aspects of your application fall outside the guidance and criteria below, you may still apply, but you should make a very clear case as to why you believe your project should be awarded funds by the Town Council.

1.6 If you have ideas for a project which would require more funds than this Grant Scheme could provide, please, nonetheless, come and talk to the Town Council, so that consideration can be given to the possibility of earmarking additional funds in future years' budgets.

Grant Award Process information and guidance for applicants

2.1 The Town Council will normally decide on grant applications 4 times per year - at its Finance Committee meetings (both subject to budgeted funds still being available throughout the year).

2.2 For an application to be considered at one of the grant allocation meetings, your completed application, including all supporting documents, should be received by the office no later than the 10th day of the month preceding that in which you wish your application to be considered. Please note that your application cannot be dealt with, or funds reserved for your scheme, until you have submitted all the required paperwork. The Town Council will invite a representative from your organisation to

attend the meeting at which your application is to be considered, to answer any questions which might arise.

2.3 Please provide full written information on the scheme you are applying for, together with your application form. Failure to provide this information may result in your application being refused or deferred to a later meeting. If your accounts show that your organisation is holding significant financial reserves, please explain fully why you are applying to the Town Council for financial assistance (e.g. your existing funds may be reserved for other specific purposes and not available to be used for the project which is the subject of your application).

Eligibility

3.1 The Town Council will normally only award grants to organisations which have a formal legal structure (e.g. constitution; memorandum and articles etc.) and a bank account in the name of your organisation. If you are not able to provide evidence of these requirements, you may wish to find another constituted organisation which is willing to act as the accountable body for your application (i.e. receiving, holding, and accounting for the spending of any grant you receive on your group's behalf).

3.2 Applications will only be considered from local groups/organisations that either operate in, or benefit the people who live in, the Skipton parish area, and where the applicant can demonstrate that consideration has been given to whether the project is consistent with the aims of carbon reduction and sustainability.

3.3 Grants cannot be paid to individuals You must demonstrate that most of your members/beneficiaries live in the parish of Skipton.

3.4 Applications to support the day to day, on-going, running costs of a group will not normally be approved by the Town Council, unless you can clearly show that a grant would assist your organisation to cover a temporary funding shortfall and/or move quickly to financial independence and sustainability without further recourse to grant aid.

3.5 Copies of quotes for capital items and works, provision of services, or photocopies of items to be purchased with costs (e.g. from catalogues) must be submitted with all applications (except for startup grants, where the Town Council will accept reasonable estimates for start-up costs over the coming year). One written quote or photocopies from a catalogue will be acceptable for items which you are applying for which are below £1000. Applications for items or work over £1000 should be supported by 3 written quotes.

3.6 If you are intending to carry out a project which may impact on other people in any way, you should make sure you have carried out consultation with affected parties and tell the Town Council about the results of the consultation. If planning permission, or any other form of permission, is required for your project, you will need to have such permission in place prior to making an application to the Town Council for a grant. The Town Council will require sight of any such permission.

3.7 The Town Council does not provide grants for specifically political, lobbying or religious activities. Please ensure that the application identifies details of any political links.

3.8 The Council can only make awards where it has the statutory power(s) to do so.

3.9 Applicants should show a commitment to equality, accessibility, and diversity.

3.10 Grants may complement other sources of funding and this is actively encouraged. Details of other sources of funding applied for should be included on the application form. Awards may not be granted for activities that could reasonably be expected to be funded from other sources.

3.11 Organisations will not be awarded more than one grant from the Town Council in a rolling 12-month period (unless your organisation is acting as the accountable body for another local group).

3.12 An organisation which has applied for and received funding in consecutive years should not automatically assume that funding will continue. Each application will be treated on its merits.

3.13 Retrospective grant applications will not usually be permitted.

3.14 Please note that Skipton Town Council will not make awards to applicants in order that they can make donations in the name of the applicant, e.g. a local group formed to raise funds for a national charity, may request funds for a capital item for the local based group, but ultimately the funds raised go to the national charity in the name of the local organisation.

Evaluation

4.1 Any group that is given a grant will be expected to account for how the money has been spent and to provide, within 4 months, a short report on what the grant has been used for, including receipts and photographs where appropriate. It is a requirement that the grant is spent within 4 months of being awarded and that it is spent on the items or services specified on the application form. Where this is not the case the Town Council reserves the right to ask for the return of the grant allocated to your organisation. You may be asked to attend a Town Council meeting to provide additional information about how the allocated funds have been used.

4.2 You will be invited to the Annual Town Meeting and may be asked to give a short presentation of how your grant has benefitted Skipton parish and its residents. The Town Council may also use information about the funding to your group in its communications and publicity material and communication channels.

Conditions

5.1 Applicants shall complete an evaluation as required

5.2 You must agree to acknowledge the contribution of Skipton Town Council in any publicity material produced relating to the scheme supported. If you do not do this the Town Council reserves the right to ask for the return of the grant allocated to your organisation. The Town Council may ask to see such publicity material before it is printed. The Town Council may arrange its own publicity about the scheme which you agree to participate in.

5.3 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

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

5.5 Where possible please submit your application in word format and supporting documents electronically.

Receipt of Grant

6.1 Applicants must agree to abide the conditions of the Grant Agreement (Appendix 1).

6.2 Payments shall be made to the organisations within four weeks of receipt of the grant agreement

Appendix 1

GRANT AGREEMENT

On behalf of I confirm that the organisation named above understands that the grant of £xxx has been awarded by Skipton Town Council on the following conditions:

1. The grant must be used exclusively for the purposes detailed in the application. If the organisation is unable to use the grant for this purpose, all monies must be repaid to Skipton Town Council.

2. Any amount remaining after the expenditure detailed in the application must be repaid to Skipton Town Council.

3. The organisation must mention Skipton Town Council in any literature and/or publicity concerning the project or expenditure the grant has been used to fund.

4. The organisation must provide a written report to the awarding Committee within 12 months of the grant being awarded and must include receipts and information about how the grant has benefitted the organisation. This report may be published in the Town Council newsletter.

5. The organisation must abide by any other conditions placed on the grant by the Committee in the resolution which awarded it and commits to repay the grant monies to Skipton Town Council if any of these conditions is not met and understands that no further grant applications from the organisation will be considered by the Council until such time as these monies are repaid in full.

Signature: …….

Role in the

organisation: …….

Date: ……