



## **BLYTH TOWN COUNCIL**

### **POLICY AND PROCEDURE FOR COMMUNITY FUNDING 2017/2018**

#### **1. BACKGROUND**

Blyth Town Council was established in April 2009 and Members decided shortly after their election in June 2009 that they wanted to introduce funds for community activities.

The funding is split into various categories and the total amount of funds available is £200,000. However, this may change in coming years.

#### **Councillors' Small Schemes**

Included in the funding is £16,000 for Councillors' Small Schemes. Each of the 16 Councillors has access to £1,000 for specific schemes or organisations that they wish to support. Councillors' proposals must be approved by the Chair and Vice Chair of the Community Grants Committee and the Town Clerk. They can be made at any time during the financial year and any remaining allowance of £100 or over may be carried over to the next financial year with prior approval. Approval must be sought by 31 December in that year so that provision can be made in the following year's budget.

#### **2. COMMUNITY FUNDING FOR 2017/18**

Town Council resolved that the funding for 2017/18 would remain at £200,000, however, the allocation of the total budget would be changed to allow a larger pot of funding for Community Centres. The budget will be allocated as follows:

<b>FUND HEADING</b>	<b>FUND BUDGET</b>
Councillors' Schemes	£16,000
Community Centres	£100,000
Community Support Grants	£84,000

The Community Grants Committee will meet in:

- ◆ July
- ◆ October
- ◆ February

Grant application forms must be received by the following dates to allow members of the Committee to read the applications prior to the meeting:

- ◆ 23 June 2017
- ◆ 29 September 2017
- ◆ 2 February 2018

Applications should be posted or hand-delivered to the Town Council's offices at the address on the application form.

If necessary a completed application may be emailed to meet the closing date but this should be followed by a hard copy together with supporting documents.

*The Committee has the delegated power "To award grants to outside bodies and to make recommendations for the policies concerning the award of community grants".*

### **3. WHO CAN APPLY?**

**Any organisation or group seeking funding from Blyth Town Council will be:**

- ◆ Wholly or mainly based within the Blyth Town Council boundary and/or providing a service that directly benefits the people of Blyth.
- ◆ A registered charity or not-for-profit organisation where any surplus income is used to promote the aims and objectives of the organisation.
- ◆ Established by a written Constitution or Memorandum and Articles of Association.
- ◆ Run by an Executive Committee, group or officers or other such recognisable structure that demonstrates who is responsible for running the organisation.
- ◆ Required to produce an annual statement of accounts, or other such documentation, that shows annual income and expenditure activity and an account balance.
- ◆ One that has a bank/building society account.

#### **Community Centres**

For the purpose of awarding grants, Blyth Town Council regards a Community Centre/Association as a legally constituted body which is:

- ◆ A registered charity.
- ◆ Has as one of its principal objects, the provision of a place where people from a neighbourhood within Blyth can come together for social events, recreation or education (the neighbourhood can be the parish of Blyth as a whole).

- ◆ Not a legal part of another public body such as the health service or County Council.

All three elements would need to be satisfied in order for an organisation to be considered for a Community Centre grant.

#### **4. CONDITIONS OF FUNDING**

Grants will be made subject to the following conditions:

- ◆ They can only be used for the purpose of the application.
- ◆ If the Town Council's grant is part of the overall cost, no monies will be paid until there is evidence that the entire objective is funded.
- ◆ No monies should be spent in advance of the application. Evidence of expenditure may be requested.
- ◆ Grants will be paid by cheque or bank transfer to an organisation or group.
- ◆ The recipient must agree to participate in suitable publicity to note the Town Council's contribution.
- ◆ Community organisations will only be eligible to receive one grant per financial year.
- ◆ Applicants must submit a copy of the organisation's constitution, latest bank statement and a copy of last year's accounts with their application.

*Application forms and any information submitted to support an application will be held on file as follows before being destroyed:*

*Successful applicants - until the conclusion of the audit for the year following the year in which the grant was awarded.*

*Unsuccessful applicants - until the approval of the minutes of the meeting which declined the application.*

Special consideration may be given to an application at the discretion of the Community Grants Committee.

The Town Council has also considered revenue grants to organisations. It is suggested that where a revenue grant is made, the Community Grants Committee specifically state whether or not future applications from that applicant will be considered in the relevant financial year.

If a grant of above £20,000 is given then the Committee would consider whether to pay the award in instalments, subject to a suitable condition regarding the continued existence of the applicant.

It is anticipated that some groups may ask for a guarantee of funding for a number of years. Whilst this is legally possible, it is recommended that no such binding commitments are given. This is because there is the potential for significant changes in the legislative obligations placed on local councils.

It would be possible to give an indicative, but non-legally binding, assurance that a continuation of a grant is likely to be a priority when budgets are set each year.

Amendments to this Policy and Procedure can be made at any time and this would result in changes to current forms and guidance notes.

February 2017