

HEBDEN ROYD TOWN COUNCIL

CRITERIA FOR GRANT AID TO ORGANISATIONS

ELIGIBILITY CRITERIA

Applications will be considered from organisations that primarily serve the interests of, or are for the benefit of, people living in Hebden Royd. The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Council's Grants Budget Applications for financial support from the Council may be submitted at any time.

The Town Council may or may not be a participant in an application for an organisation that applies for funding. The following criteria has to be met for grant aid funding:

- 1) The purpose(s) for which the funding is required should be clearly identified.
- 2) Applications for funding should demonstrate contributions applied for or received from other sources.
- 3) No grant will be given for the promotion of a party political viewpoint or for the promotion of a particular religion. Applicants must demonstrate that the project will be of benefit to the wider community (See note below)
- 4) Retrospective applications will not be considered.
- 5) Applicants should submit their latest audited accounts providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months evidence that a separate bank account has been opened.
- 6) Organisations should show number of members
- 7) Applications for grants may be made for capital or revenue funding (i.e for one off projects or for ongoing running costs) and should state the timescale for the use of this funding.
- 8) Applicants must demonstrate equality of access and opportunity.
- 9) Successful applicants are prohibited from re applying within 12 months of an award and will only be able to apply once all reporting requirements for previous funding have been met.

In the event of over subscription to the funds available the Town Council will seek to support those organisations, which will complement the programme of work currently being undertaken by the Council, and which is consistent with the values that underpin that work.

NOTE

- (1) The non awarding of grants for the promotion of a particular religion does not extend to applications for activities for the benefit of the wider community even though it is on the premises of or organised by a particular religious/faith group.
- (2) No grant will be awarded in pursuance of a party political viewpoint but this does not preclude applications for activities for the benefit of the wider community when held on the premises of a political party or on premises associated with a political party providing applicants can demonstrate that it is run by an independent committee and the activity will not contribute towards the pursuance of a particular political viewpoint.

PRIORITY WILL BE GIVEN TO APPLICATIONS

Which meet the current grant making criteria as determined by the Grants Committee and available as part of the application pack. In meeting one or more of the priorities set by the Councils Grants Committee, the Council will consider giving further priority to applicants who are seeking funding from the Council in order to lever or attract funding from other agencies.

All applications will be scored against these priorities.

AWARDS TO ORGANISATIONS WITHOUT A BANK ACCOUNT

If audited accounts or a Bank A/C does not exist the applicant may ask for the grant payment to be made an identified supplier or nominated organisation.

PROCEDURAL ADVICE

Applicants are required to attend the meeting of the grants committee when their grant application is being considered.

A checklist of the information required will be enclosed with the application form and applications will not be considered until all the relevant documents have been received.

FUNDING AGREEMENT

Each organisation awarded a grant will be required to enter into a funding agreement with Hebden Royd Town Council. The funding agreement will clarify the purposes for which the grant has been given, the expected outcomes and how the recipient will monitor these and report to the Council. The funding agreement will also require the recipient to give appropriate acknowledgement to the Council for funds received.

All successful applicants will be required to;

- 1) Acknowledge receipt of any award by return
- 2) Report to the Council on how the project is progressing:
 - Groups awarded under £1000 will be expected to complete an end of grant report and submit receipts no later than 3 months after the end date stated on their application.
 - Groups awarded between £1000 and £5000 will be required to report back to council in person and provide a report and receipts no later than 3 months after the end date stated in their application.
 - Groups awarded £5000 or more will be expected to submit written interim reports and receipts at least every 6 months (the council may require more frequent reports) and will be expected to give a final presentation to council reporting on outcomes of the funding no later than 3 months after the end date stated in their application.
 - Groups included in base budget will be required to have a council member present at their own management meetings and this representative will report back to council on a monthly basis. Such groups will also be required to submit an annual report of all funded activities together with evidence of spending.
- 3) Credit the Council as a supporter of the organisation in any promotional material including use of the Council's logo.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council

18 March 2008