

ROYSTON TOWN COUNCIL

Community Grants Policy



Adopted by Full Council 20th March 2023

Minute number 366/23

Review date March 2026

Introduction

- 1.1 Royston Town Council wishes to encourage, support and promote volunteer organisations, clubs, groups and charities within Royston for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3 Decisions related to Community Grants will be made by the Full Council. This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to this scheme. The Town Council would not normally expect to be asked to fund 100% of the cost of any project.
- 1.5 The Town Council seeks to provide grants which meet at least one of the following outcomes:
- a. Provides a new, or improves an existing asset or service which will benefit a significant percentage of Royston residents
 - b. Enhances the profile and/or reputation of Royston
 - c. Assists local organisations to develop and achieve their aims and objectives that benefit the whole or part of the community of Royston
 - d. Supports community and voluntary groups in the town who provide community activities

Grant Scheme

- 2.1 The Grant Scheme is for grants of a value up to £500. Applications for this scheme are considered four times per year, June, September, January and March at Full Council meetings.

Eligibility

- 3.1 The scheme is only open to: community organisations, local charities, clubs and voluntary groups based in Royston or for activities which take place in Royston
- 3.2 Grants will not be made to individuals.
- 3.3 The applicant must not clearly fall within the remit of some other statutory agency, e.g. hospital or school.
- 3.4 Bodies must have a bank account in their own name.
- 3.5 Projects must deliver a benefit to the residents of Royston.
- 3.6 The Town Council will not fund: hospitality, salaries, ongoing revenue costs, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.
- 3.7 The Town Council will only consider one application from an organisation within any financial year. Preference may be given to those organisations that have not received prior funding from Royston Town Council.
- 3.8 Applications cannot be made by organisations that already receive funding from the Town Council.

Applying for a Grant

- 4.1 Applications should be made on the application form via the Town Council website and include all information requested on the form. An application will not normally go to council until all required information has been provided.

4.2 Applicants must supply the previous financial year's accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.

4.3 For grants exceeding £250, for the purchase of goods, the applicant should demonstrate that best value has been sought by submitting at least two quotations.

Grant Award Process

5.1 Grant applications will be considered four times per year by the Full Council. The meeting dates and submission deadlines will be published on the Town Council website. Any application received after a submission deadline will be retained and referred to the next relevant meeting.

5.2 Applicants must attend the committee meeting where their grant will be considered to answer any questions which may arise.

5.3 The council will assess the applications on the following criteria:

Achieves Outcomes: The application meets the outcomes as detailed in section 1.5

The application must meet at least one outcome fully, and provide a legacy of benefits to the community.

Value for money: The application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost effective use of council funds.

Strong governance: The applicant has good control structures within its organisation, and experienced individuals leading the project. If relevant, insurance arrangements must be in place.

Fits well with Town Council strategic aims: The application is a good fit with the strategic aims of Royston Town Council.

Grant Evaluations

6.1. Recipients receiving a grant shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.

6.2. Receipts for all expenditure shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

Conditions of Grants

7.1 Recipients shall complete an evaluation as required.

7.2 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.

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

7.4 Recipients must seek permission from the Council prior to disposing of any resources or equipment funded/part-funded by the Council as part of a grant application within three years.

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

Receipt of Grant

8.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.

8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.