



Petworth Town Council

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POLICY of TERMS AND CONDITIONS FOR COMMUNITY GRANT APPLICATIONS

Petworth Town Council operates a community grant scheme, with criteria, terms and conditions as detailed below. The aim is to ensure that public funds are used in ways that benefit groups of residents and protect the interests of residents into the future. The Council therefore encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups to purchase equipment, or to schools for educational trips or special events (i.e. for activities not on the normal curriculum).

However, the Council sometimes has ad hoc grants available, e.g. for significant events such as the Tour of Britain or to commemorate the First World War. Separate grant criteria and forms may be made available, as appropriate, on the Council's website or by contacting the Clerk.

1. General criteria – these apply to all Community Grant Applications:

1.1 Each application to be considered on its merit; the amount of grant will be at the discretion of the Town Council, but will not normally exceed 40% of the approved cost.

1.2 The Town Council has the discretion to make a maximum grant of £200 on any project costing up to £500.

1.3 The purpose for which the grant is made must be in the interest of Petworth or any part of it or its inhabitants. Petworth is defined by the boundaries of the Parish. The benefit to the area or inhabitants must be commensurate with the expenditure. Groups within the Town Council's Parish may apply; those outside the Parish who can demonstrate direct benefit will be eligible to apply for consideration by the Council.

1.4 Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.

1.5 The Town Council will endeavour to treat similar projects equitably.

1.6 The Finance and General Purposes Committee will take into account any previous grant made to an organisation or group when considering a new application for approval by full Council.

1.7 Any organisation or group with permanent bar facilities in operation may be excluded, at the discretion of the Town Council.

1.8 No grant will be awarded to or for any commercial venture for private gain.

1.9 Grants will not be made retrospectively.

1.10 The Town Council cannot give financial assistance to individuals under this scheme.

2. Applications for support for a Commemorative Event or Festival:

2.1 The application must relate to a community event, a festival or special event in commemoration and be held within the Parish.

2.2 Preferably, the application should be for support for specific identifiable elements of the event or festival, rather than towards general running costs.

3. Applications for support for Capital Expenditure or Project:

3.1 The application must relate to some specific item of capital expenditure or project and not to any regular item or maintenance or other revenue item, such as utility or staffing costs.

4. Applications for support for educational trips, e.g. schools:

4.1 An applicant must assure the Town Council that where a grant is to be awarded to a school, all the pupils/students benefiting should reside in the Parish and must not live outside the area.

4.2 An applicant must not use the grant for trips outside the Parish unless the trip is of an educational nature or direct benefit to the pupils can be demonstrated.

4.3 The Town Council regrets that, by law, it is not able to make grants to individuals (Section 137 of the Local Government Act 1972).

5. Conditions

5.1 All grants will be conditional upon submission of Audited Accounts, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought.

5.2 (a) Recipients of grants from the Town Council may be required to attend a meeting of the Town Council to inform Members how the grant has been expended.

(b) All grant recipients are required to provide the Town Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. Such reports may be published on the Town Council's website; this must be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.

(c) Acceptance of a grant will be taken as permission for the Town Council to publish such articles but the organisation or group is responsible for ensuring that all necessary permissions are obtained for publication of photographs.

5.3 If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation or group will be required to repay the grant to the Petworth Town Council.

5.4 The organisation or group should supply such information as the Town Council may request regarding the impact of the project on the Town Council's area.

4.5 Recognition of the grant from Petworth Town Council must be made in any publicity.

6. What happens when my application is received by the Petworth Town Council?

6.1 All grant applications will be acknowledged by the Clerk; applicants will be informed of the date when the application will be considered, and a grant application number will be applied. This should be quoted in all future correspondence relating to that application.

6.2 The application (only) will be distributed to all Members of the Council (by email or post, as appropriate) with the Meeting Agenda.

6.3 Before the meeting, the Council's Finance & General Purposes Chairman and the Clerk/Responsible Financial Officer will assess the application, to check all supporting documentation and to ensure that the application meets the Council's criteria. An appropriate recommendation will then be made to the Council at its next meeting.

7. How will the application be assessed?

The Council's Finance & General Purposes Chairman and the Clerk/Responsible Financial Officer will look at the following:

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant.
- Whether the costs are appropriate and realistic.
- What level of contributions has been, or will be raised locally.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source.
- How the organisation or group is managed - as indicated in their Constitution.

8. What happens next if your application is successful?

8.1 The Clerk will write to you to confirm the grant has been approved, to confirm the amount of money agreed and any specific conditions that may have been applied.

8.2 When you accept an offer of a grant you agree to the Council's policy of terms and conditions.

8.3 The Council pays grants by cheque, made payable to your organisation; it will not issue the grant in the name of an individual.

8.4 If, as part of any conditions, you are required to submit copies of paid invoices, these should be made out in your organisation's name and dated after the date the grant was approved – the Council does not fund retrospective projects.

8.5 It is important that the conditions as detailed in section 4 (above) are adequately complied with, with a report and photographs (if necessary) supplied within two months of the purchase of the capital equipment or completion of the project/event.