



Middlewich Town Council Grant Policy 2020

Introduction

- 1.1 Middlewich Town Council has a commitment to encourage, support and promote volunteer organisations and charities within Middlewich 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 have been delegated to the Middlewich Town Council Internal Committee. 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 these schemes.

Middlewich Town Council Grant Scheme

2. The Town Council operates one grant scheme:

- 2.1 This scheme is considered annually by the Middlewich Town Council Internal Committee as part of the budget setting process for Middlewich Town Council, as set out in 5.5, and payable from April 1st each year.

Eligibility

- 3.1 The scheme is only open to: Community Organisations, Local Charities, Local Not-for Profit Organisations, Local Voluntary Groups and Community Interest Companies.
- 3.2 Bodies must have a bank account in their own name with two signatories or more.
- 3.3 Projects must deliver a benefit to the residents of Middlewich.
- 3.4 Middlewich Town Council will not fund: hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.
- 3.5 Middlewich Town Council will only consider one application from an organisation within any financial year.

Applying for a Grant

- 4.1 Applications should be made on the official application form which can be downloaded from the Middlewich Town Council website www.middlewich.org.uk and include all information requested on the form. An application will not normally go to committee until all required information has been provided.



- 4.2 Applicants must supply the previous financial year accounts and a recent (within three months) bank statement. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought. You should evidence this through submitting three quotations with your funding application.
- 4.5 For the purchase of items consideration should be given to the Town Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Town Council can reclaim VAT for items purchased which are gifted as grants.

Grant Award Process

- 5.1 Grant applications will be considered on a monthly basis by the Middlewich Internal Committee.
- 5.2 The application will be scored on the following criteria:

<i>Criterion</i>	<i>Score</i>	<i>Definition</i>
Achieves outcomes	Up to 10	A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	Up to 10	A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost effective use of our funds.
Strong governance	Up to 10	A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. Strong dependence on just one or two individuals is not good. If relevant, insurance arrangements must be in place.
Fits well with Town Council strategic aims	Up to 6	A high score indicates a good fit with the stated strategic aims of Middlewich Town Council

An application must score at least 6 points on governance and achieve an overall score of at least 18 to be awarded a grant.

Subject to these provisions, Middlewich Town Council will award grants to those organisations who achieve the highest score in the current round of funding.

Grant Evaluations

- 7.1 Recipients receiving a grant shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.
- 7.2 Receipts for all expenditure shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

Conditions of Grants

An application under the scheme shall indicate agreement to the following conditions.

- 8.1 Recipients shall complete an evaluation as required.



- 8.2 Middlewich Town 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.
- 8.3 Recipients are expected to positively promote Middlewich Town Council.
- 8.4 Recipients should acknowledge the financial support received from Middlewich Town Council in press releases and publicity. Middlewich Town Council will provide logos for use to indicate its support.
- 8.5 Recipients must advise Middlewich Town Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 8.6 Middlewich Town Council may apply any additional conditions it deems necessary as part of the grant Award.

Receipt of Grant

- 9.1 Successful applicants will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 9.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.
- 9.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

