

*LEWES TOWN COUNCIL***FINANCIAL GRANTS SCHEME**

Application form and guidance notes for applicants

2017 – 2018

**These notes explain the background to the Council's financial grants scheme.
Please read them carefully before you complete the grant application form**

DEADLINE FOR APPLICATIONS
(delivered to Town Hall by 4:00pm)

Assessment Panel meets
(approval in-principle)

FINAL DECISION BY
COUNCIL

26th May 2017

7th June 2017

15th June 2017

8th September 2017

20th September 2017

28th September 2017

24th November 2017

6th December 2017

14th December 2017

26th January 2018

7th February 2018

22nd February 2018

GUIDANCE NOTES FOR APPLICANTS

Section 6 - “*Completing Your application form*” – is designed to help you prepare your application, and gives details of how you can contact us for more assistance at any time

It is IMPORTANT that you make comprehensive entries ON THE FORM ITSELF

Do NOT simply enter references to accompanying documents

Please LIMIT supporting documents and information to that which is requested

1 OUR POLICY

Lewes Town Council values the community sector and will make financial grants available for its ongoing work. The Council's grants programme is designed to build up the capacity of small groups in the community and to encourage the development of new groups

2 BACKGROUND TO THE SCHEME

The **aim** of our financial grants scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many voluntary groups and organizations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community. It will consider financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. It will not aid commercial organizations.

The Council has **powers** to give financial aid under various statutes, notably

Local Government Act 1972 :

s137 in respect of expenditure for purposes not otherwise authorized, which are considered to be in the interests of, and bringing direct benefit to, the area and its community

s142 in respect of provision of information concerning services available

s144 in respect of encouragement of visitors; provision of conference & other facilities.

s145 in respect of provision of entertainment or development of arts and crafts.

Local Government (Miscellaneous Provisions) Act 1976 :

s19 in respect of provision of recreational, social and sporting facilities

There is a **limited budget** each year for grants and the amounts requested often exceed the fund available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of your proposed project or of the activities of your organisation within the town.

3 HOW THE SCHEME WORKS

Applications are accepted at any time throughout the year, and can be made for help towards a special project, or the everyday running costs of your organization (see below).

There is a Grants Fund agreed within our annual budget for us to give away during the year as single grants **of up to £2000**, and these are disbursed **four times a year (see cover for this year's APPLICATION DEADLINES)**.

Remember; we are a **parish council**, and our resources are limited. Most grants are given for a maximum of a few hundred pounds only, although we do give larger amounts.

Amounts over £2000 will be given only in exceptional circumstances. If you feel you may have a special case please discuss this with the Town Clerk before making an application.

GUIDANCE NOTES FOR APPLICANTS

Revenue support grants (sometimes called “core-funding grants”) can be given as a contribution towards the **running-costs** of an organization: staff costs; rent; operating costs *etc.* These will be strictly **limited to 3 years**, with an **automatic reduction** of one-third in year two and one-third again in year three. This is to help small organizations in their formative years, or in the early stages of a project, but encourage them to plan thoroughly, and become financially self-supporting.

Continued revenue support for organizations **beyond three years** can only be made by formal agreement **outside the grant scheme**, when it will be individually identified in our budget plan. Contact the Town Clerk to discuss.

Applications are assessed by a panel of Councillors, with membership rotated regularly. This panel makes recommendations for final approval by Council.

Applications are initially reviewed by the Panel and their merit is assessed independently by each panellist. This assessment covers five categories:

1. How closely the proposed project or organization matches the policy of our grant scheme (see above).
2. The general “robustness” of the proposal – its perceived likelihood of success or sustainability.
3. The thoroughness of the financial planning (*eg* how prudent are assumptions ?; is other finance in place ?).
4. What is the scale/scope of the plan. Who benefits; how many people, or special groups?
5. A general assessment of the application; allowing for any special circumstances or considerations.

The panellists may then discuss applications in detail, and the Panel may decide to recommend lesser amounts than requested, or to refuse applications which they consider have less merit than others.

Applicants should demonstrate that they are also contributing their own funds, or seeking additional support, and not asking for the Council to fund the whole scheme or project. This is **essential** if you are applying for a sum exceeding £1,000 - you **MUST** indicate proportionate contribution of either your own funds, or third-party support, or a combination of these, using the table in Q24.

A written report is submitted to the next meeting of the Council with recommendations for awards. The Council has the right to override or ignore these recommendations. Council’s decision is final and no correspondence will be entered-into regarding applications.

4 GENERAL CONDITIONS

1. Applications will not be considered for grants to individuals or commercial organizations.
2. Applications will not be considered from organizations intending to support or oppose any particular political party, or to discriminate in any way (*eg* on grounds of race or religion, *etc.*)
3. Applications will not be considered from private organizations operated as a business to make a profit or surplus.
4. Applications will not be considered from “upwards funders”, *ie.* local groups whose fund-raising is sent to their central headquarters for redistribution.
5. Applications will not normally be considered from national organizations or local groups with access to funds from national “umbrella” or “parent” organizations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. Applications from education, health or social services establishments will be considered where the organization can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.
8. The organization must have clearly-stated aims and objectives.
9. The organization must provide a written Constitution that has been formally adopted by the members of that organization or, where their association is less “formal”, similar document of agreement between individuals.
10. The organization must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.

GUIDANCE NOTES FOR APPLICANTS

11. The organization is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly-formed organization or less formal group, a comprehensive budget and business plan.
12. The organization is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
13. Applications may be made at any time during the financial year. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year, whichever is the sooner.
14. Lewes Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
15. Organizations that receive a grant will be required to acknowledge Lewes Town Council's contribution on all publicity/printed material. (Our armorial bearings ["logo"] can be provided electronically or in printed form).
16. Organizations that receive a grant will be asked to submit a report detailing how the grant has been applied, once their project or initiative is underway/complete.

5 OTHER CONDITIONS

17. Organizations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered (longer term may be required at Council's discretion).
18. Organizations requesting funds for buildings must provide proof that the property is adequately insured.
19. Funding for buildings will not normally be considered if a mortgage or loan is secured on the premises.
20. Where the Town Council deems it appropriate, organizations will be required to provide progress reports or to allocate a place on their management or executive committee for one or more Town Council representatives.
21. Where deemed necessary, the Town Council may request site visits and/or meetings with the applicants to discuss the viability of the proposed project.

6 COMPLETING YOUR APPLICATION FORM**DO NOT WORRY IF YOU CANNOT COMPLETE ALL SECTIONS OF THE FORM!**

We have designed the form to cover a wide range of applicants, from structured organizations to small groups of individuals with a "good idea", and recognize that many of these will be not be able to provide some of the information requested on the form. **IT IS IMPORTANT THAT YOU MAKE COMPREHENSIVE ENTRIES ON THE FORM ITSELF, AND DO NOT SIMPLY ENTER REFERENCES TO ACCOMPANYING DOCUMENTS.** It is **NOT** necessary to submit extensive supporting documents, and this can actually make assessment more difficult. Limit supporting information to what is requested.

In all cases – if you need to use additional sheets to complete any section please use clean white paper, size A4, to facilitate copying, marked clearly to refer to the "main" section or question. Remember! – **do not** simply write "*please see attached*" or similar. **Be concise**, and use the space on the form itself wherever possible.

You are strongly advised to complete the checklist on the last page, and keep a copy for your own records.

We will be happy to help you complete your application. **If you need assistance with any section, or just want to ask us further questions before submitting the form, please ask.**

Telephone 01273 471469 Fax 01273 480919 e-mail info@lewes-tc.gov.uk , or call-in to the Town Hall



GUIDANCE NOTES FOR APPLICANTS

If you are a formally-constituted organization, remember to enclose a copy of your formal governing documents and accounts. If not: ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The application form is designed with the following in mind:

Section A It is sometimes the case that an application is from a widely-dispersed group or organization, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

Section B We are seeking enough information to allow us some insight into the “workings” of your group. Do not worry about fine points of distinction between categories of member, if you have them; we simply need to form a vision of your group and how it goes about its work.

Section C We need to form a clear picture of the organization, project, or service that you are planning. We will look for a **close** relationship with our own policy (*See section 1 of these Guidance Notes*) wherever possible, and evidence of sensible planning and research. Always remember that the money we award is given by the people of Lewes, and we must be assured that it will be spent wisely.

We must also ensure that in giving a grant we are not acting outside our legal powers.

We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable; will be adequately managed; and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple) – we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

Section D If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs. **IF YOU NEED ASSISTANCE – PLEASE ASK.**

Section E We must be assured that the application is made with the approval of your organization, if you are formally-structured. If you are a small, informal, group this can be addressed with a simple written statement from the parties involved.

Section F We hope that completing the form will not be too difficult, but we do expect some effort on your part to provide the information we seek! If you have all the details “at your fingertips” and have already taken appropriate copies of supporting documents *etc.* then we estimate that the form can be completed in 30 minutes or so. Please let us know of any sections which you found unclear, or any improvements we might make to assist future applicants.

Section G This is a binding agreement which will apply in the event that your application is successful. Please read it carefully, and do not sign it unless you understand the terms and are prepared to accept them fully.

Section H **CHECKLIST** - Please take a moment to go through these points, and tick to show us that you have done so. You are **strongly advised** to keep a copy of your completed application for your own records.

GOOD LUCK !



PLEASE HELP US TO HELP YOU...

Please detach these guidance notes from your completed application form before submitting it to us.

Please arrange pages of the completed form in the correct order (there are nine pages) and staple them together in the top left-hand corner.

Any additional sheets or accompanying documents should be left separate from the application form.

..Thank you!

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

Please read our guidance notes carefully before completing this form.
Please write clearly in dark ink; or type.

Office use only

Cycle: /17
Ref:

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**
Do **NOT** simply enter references to accompanying documents
LIMIT supporting information or documents to that which is requested

A Contact details

1 Name and address of your organisation

2 Any other name you use or name of your project if this is different

3 **MAIN CONTACT** for this application

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title _____ First name _____ Surname _____

4 Position held in the organisation

5 Contact address, including full postcode

6 **This address is:** (tick one box only):

Your organisation's office The main contact's home address Other (please specify)

Email address _____

Telephone: Day _____ Evening _____

7 **If you have a preferred means of communication, please tell us:**

Telephone e-mail post Other (please specify) _____

B About your organisation

8 **What type of organisation are you?** Tick all boxes that apply.

Community group/club/society Company limited by guarantee Registered Charity in England

Registration number _____ Other (please describe)

Do you directly employ any paid staff? **Yes/No**

If Yes: how many? _____ Do you pay, as a minimum, the Living Wage Foundation Living Wage? **Yes/No**

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is IMPORTANT that you make comprehensive entries ON THE FORM ITSELF; DO NOT simply enter references to accompanying documents

9 When did your group start? When did it first start meeting or running activities or projects?

Month

Year

10 Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide. If you are a new group, describe what you plan to provide.

If you have a written constitution, you must enclose a copy with this application

11 If you are a branch of, or related to, a larger organisation, please give details.

12 How many people (approximately) are involved in your organisation ?

Management committee members _____ Volunteers _____ Paid officers/staff _____

Ordinary Members _____ Others _____ (please describe):

13 Do you have a "Friends" society or similar supporters group ? YES NO

If YES, how many members does it have ? _____

14 Please tick/complete if your group has any of the following:

Public liability insurance Maximum Cover £ _____

Other insurance (specify) Maximum Cover £ _____

Name(s) of governing or affiliated body(-ies):

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

C About your project/service

15 Describe the project or service. eg Does it have a working title? What does it aim to achieve? How will it work?
*Please enclose any supporting documents, plans, projections etc. **NB** - brief summaries are preferable to complex documents!*

16 Please tell us how you think this matches the policy of Lewes Town Councils Grant Scheme

Please refer to guidance notes.

17 How have you identified the need for this ?

18 When do you intend your project or service to start?

Start date (month/year) _____

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

- 19 **Approximately how many people do you estimate will benefit directly from your project ?**
YOU MUST COMPLETE THIS QUESTION – ‘educated guess’ will be acceptable

<i>Age group</i>	<i>IN LEWES</i>	<i>outside Lewes</i>
Under 5		
6 – 10		
11 – 16		
17 – 21		
22 – 59		
Over 60		
All ages		
Special or minority groups (please describe)		
TOTAL		

- 20 **What, if any, special issues are related to your project ?**
“Special issues” could be related to participants, organisers, general public and/or the environment.

- 21 **How will you measure the success of your project ?**

- 22 **What experience does your organization, or individual members, have of running this type of project ?**

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

D Your financial details

27 Your bank or building society account details. (for payment in the event that your application is successful)
If your application is successful you will be notified and funds will be paid by electronic transfer within four weeks following Council's decision.

Bank/Building Society name _____

Bank/Building Society address _____

Branch Sort Code: _____

Account number or Building Society roll number _____

Account Name _____

28 List all the people who are authorised to sign cheques or other withdrawals on this account.

<i>Name</i>	<i>Position in organization</i>

If your organisation is less than one year old, do not complete section 29 below, but instead please send us a **financial projection**. or other information on which you have based your planning (state clearly any assumptions upon which you have relied when making projections, *etc.*).

Then go to section E

29 Please provide the following summary details from your most recent annual accounts.

Account year ending: _____ Total (gross income) £ _____

Minus total expenditure £ _____

Equals loss/profit for the year £ _____

Savings (reserves, cash or investments) £ _____

**PLEASE ENCLOSE A COPY OF YOUR FINAL ACCOUNTS FOR THE PAST TWO YEARS
and
A COPY OF ANY FINANCIAL CONTROL PROCEDURES, OR SIMILAR DOCUMENT**

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

E Authority and application

30 Declaration and signature of applicant

DECLARATION

This must be signed by the person who completed this application, normally the person named as main contact in section A

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.

I understand that you may ask for additional information at any stage of the application process.

I am authorized to act for the organization in making this application for financial assistance

I enclose a copy of the resolution or other form of authorization for this application

Signature _____ Date _____

Name (please print) _____

Contact details (*if different from those given in section A*):

31 Please give details of a senior member of your organisation, who can confirm details if required

For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Chief Executive or Director.

If this is the person who has completed and signed above, please tick here

Title _____ First name _____ Surname _____

Position in the organization _____

Contact address, including postcode

Telephone: Day _____ Evening _____

Email address

F Feedback

32 Have you found this application form straightforward to complete? YES NO

Please let us know of any improvement we might make to assist applicants:

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

G Agreement

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep to the following terms and conditions.

I understand that this is an agreement between the organisation named above and Lewes Town Council, which is intended to be legally binding, under the laws of England and Wales.

We understand and agree to the following:

We will deliver the commissioned service or project as set out in this application.

We will not make any major change to the commissioned service without first receiving Lewes Town Council agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this service/project without Lewes Town Council agreement. If we sell any equipment or assets, we may have to pay Lewes Town Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the service/project cost represented by Lewes Town Council's grant.

We will comply with all relevant legislation affecting the way we carry out our service/project.

We will acknowledge Lewes Town Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to Lewes Town Council if requested.

We will show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds.

Lewes Town Council may use our name and the name of our service/project in its own publicity materials. We will inform Lewes Town Council of any situation where confidentiality is a particular issue.

We will monitor the success of the project and report to Lewes Town Council if requested to do so.

We understand that Lewes Town Council will not normally increase the grant, and that monitoring and control of service/project expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Lewes Town Council on request

Lewes Town Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

- If we fail to keep to this contract in any way;
- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Lewes Town Council agreement in writing.

If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.

Name (please print) _____

Position in group _____

Signed _____

Date _____

Financial Grant Application

2017/2018



LEWES
TOWN
COUNCIL

It is **IMPORTANT** that you make comprehensive entries **ON THE FORM ITSELF**; DO **NOT** simply enter references to accompanying documents

H Checklist

- | | |
|--|--------------------------|
| | ✓ |
| We have read and understood all the guidance notes | <input type="checkbox"/> |
| We have fully completed all the sections of the application unless otherwise directed. | <input type="checkbox"/> |
| We have enclosed all the relevant documents/ information we need to send: | <input type="checkbox"/> |
| (As applicable): | |
| Constitution/Governing documents | <input type="checkbox"/> |
| Accounts for past two years | <input type="checkbox"/> |
| Project profile | <input type="checkbox"/> |
| Copy of Resolution or authority to make application | <input type="checkbox"/> |
| Other relevant material | <input type="checkbox"/> |
| The main contact named has signed the declaration | <input type="checkbox"/> |
| A senior person, with the authority to do so, has signed the Agreement (section G). | <input type="checkbox"/> |
| We have made a copy of this completed application to keep for our reference. | <input type="checkbox"/> |

Please return your completed application form to us at:

**Lewes Town Council
Town Hall
High Street
LEWES
East Sussex
BN7 2QS**

**If you need any assistance with any part of the application, please
telephone 01273 471469 or e-mail info@lewes-tc.gov.uk**