

Policy Guidelines for the approval and distribution of Town Council General and Environmental Grants

1. The Town Council is prepared to consider applications for financial assistance from properly constituted:
 - (a) Clubs and societies;
 - (b) Voluntary bodies and associations;
 - (c) Non-profit making organisations;
 - (d) Charitable bodies
2. To qualify for assistance, applications must demonstrate a direct benefit to the Keynsham Town area, or any part of it, or all or some of its residents. The direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. Applications must be made using the Town Council's General and Environmental Grant application form and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the meeting of the Town Council's Grants Committee on **Tuesday 2nd June 2020** providing that the application is received at the Town Council Offices 15 – 17 Temple Street, Keynsham, Bristol, BS31 1HF by the closing date which is **mid-day on Friday 15th May 2020**.
5. The primary intention of the Town Council's grant scheme is to support new events, projects, to purchase items and for environmental & sustainable projects in the town and **the maximum grant payable to any one organisation will be £1,000**.
6. The Town Council Grants Committee will access each application and decide whether to support it with either the General Grants award budget of £20,000 or through the Environmental Grants award budget of £10,000. There is no guarantee that a grant will be awarded from either budget.

7. Grants will not be given to organisations for the promotion of political or religious beliefs or illegal activities.
8. Grants or donations are not payable to organisations or charities operating abroad.
9. Grants or donations cannot be utilised to "sponsor" named individuals, e.g. aspiring sportsmen etc.
10. Where a grant is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.
11. Where a grant is given towards the purchase of equipment or as a contribution to building works etc., the grant will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.
12. A condition of any grant is that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of furniture and equipment, etc, or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.
13. Any changes to how an allocated grant is spent will be at the discretion of the Town Clerk and there will be no need to refer these changes back to the Town Council.
14. Where a "starter grant" is provided, the Town Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.
15. Organisations applying will need to provide a set of audited accounts for the previous financial year (except in relation to new organisations).
16. The Town Council reserve the right to withdraw or reclaim any monies given if the eligibility criteria for, and conditions relating to grants have been breached.
17. In the case of a successful application, the financial assistance must be taken up during the financial year (1 April to 31 March) in which the Committee approves the application.
18. Committee meetings are open to the public and representatives of applicant organisations.

19. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
20. Private concerns operated as a business to make a profit will not normally be granted aid unless there is a demonstrable benefit for local employment.
21. Grants will not be made to charitable trusts seeking to add to their capital investments.
22. Local groups whose total fundraising is sent to their central headquarters for redistribution will not be assisted.
23. Grants will not normally be given to profit-making organisations with unallocated reserves.
24. Successful grant recipients will be expected to complete and return a short report forming detailing how their grant award monies were spent.
25. The applicant organisation should adopt and follow the ethos of a single-use plastics policy and where possible limit the use of single-use plastic-based products in its activities.
- 26. Successful applicants will be expected to attend the Grants Presentation Evening to give a brief description of their organisation and the purpose of the grant. This will enable them to raise their profile and encourage networking with other Keynsham groups.**

Help and advice

The Deputy Town Clerk can be contacted for further details about grants. The Town Council's offices are open to the public from 9.00 a.m. until 4.00 p.m. each weekday. The Town Council offices are situated at 15-17 Temple Street, Keynsham. You can contact the Council by telephone (0117 986 8683) or e-mail (deputytownclerk@keynsham-tc.gov.uk)

Funding timetable and key dates

1st April – 1st May 2020	Application packs available.
Friday 15th May 2020	Closing date for applications.
August 2020 (date to be Confirmed)	Applications considered by Grants Committee
August 2020	Applicants are notified of the Town Council's decisions

October 2020 (date to be Confirmed)

Grants Presentation Evening (7.00 p.m. for 7.15 p.m. start) in Space (above the library) Keynsham. **It is anticipated that successful applicants or their representatives will attend.**

Application Checklist

The following Check List may assist you in completing your Grant Application Form. Applicants are advised to read through the list below before submitting their completed forms.

- Have you completed **ALL** sections of the form?
(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write 'not applicable' where appropriate).
- Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?
- Have you enclosed your Organisation's latest set of accounts and constitution?
(If you are unable to provide these for any reason, you MUST indicate why in your supporting statement. If you have provided a copy of the Constitution in previous years, and there have been no changes, you may dispense with this requirement.)
- Have you signed the declaration and certification on page 10 of your application form to certify that all the details are correct?
- Does your application explain how Keynsham residents would benefit from any grant awarded to your organisation?
- Is your grant application within the £1,000 limit?

Please return your form as soon as possible and **NO LATER THAN 12 NOON, FRIDAY 15th May 2020** – late applications will not be considered.