



SANDBACH TOWN COUNCIL

Finance Policy & Governance Committee 3 August 2022 / Council 14th September 2022
(Review Date September 2024)

SANDBACH TOWN COUNCIL GRANTS POLICY (FOR GRANTS OVER £500)

Application Criteria

1. The Council will only consider grant applications which progress one or more of its objectives within the Corporate Strategy.
2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. The Council will publicise and promote its Grant Scheme widely to ensure an equitable distribution of resources, across all wards and across all the Council's strategic objectives.
4. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
5. The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.
6. Request for grant aid will only be considered from the following categories of applicant:

- A Sandbach Town based charity
 - An organisation serving the needs of the citizens of Sandbach
 - Citizens of Sandbach requesting grant aid with a project/event, which will be for the benefit of a wider group in Sandbach.
 - A Sandbach based club/association/organisation serving specific section of the community or the community as a whole.
 - Successful organisations must 'operate' within Sandbach towns' boundary, this does not exclude regional or national bodies that benefit the people of Sandbach.
 - Only not for profit organisations are eligible to apply
7. There may be only one successful grant application with Sandbach Town Council per year.

Grant Application Process

8. Applications must be made on a formal Grant application form (attached to this policy). Grant forms will be scrutinised to ensure they meet the criteria set out in this Policy, before being put forward for decision. Applications which do not meet the criteria will be rejected and applicants informed **within 14 days** of their application being received by the Town Council office.
9. Applications should be made to the Council's Finance Officer (email) by the end of June, September, December and March each year in order to be considered by the appropriate Committee / Council. Applicants will be informed **within 14 days** of the application being received by the Town Council's office, the date and time of the committee which will consider the application.
10. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Sandbach Town.
11. The Council will require details of the structure and funding of the applicant, and will request budget/accounts and business plans.
12. The Council will require details of project success criteria, timescales and a comprehensive income and expenditure projection.
13. The Council will look more favourably up to a maximum of 50% of a project cost and evidence of exploration of other funding streams.

14. Applicant should provide details of fundraising or volunteer hours already committed to develop their project.
15. Applications can be made if the project has already received funding another Town or Parish Council or Cheshire East Council.
16. The grant application form and all supporting information will be placed in the public domain on production of the meeting agenda. Personal information will be redacted before information is made public

Grant Payment Terms

17. The Council reserves the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.
18. Payment schedule will be agreed once the grant has been approved by Council. Evidence of expenditure will be requested as appropriate.
19. All bodies being awarded funding up to £3,000 *must* make available a financial statement showing clearly how the Council's contribution has been spent, in addition to this, those bodies in receipt of funding in excess of £3,000 must also invite a representative of Sandbach Town Council to be involved in their work.
20. Grant funding is deemed appropriate mainly for one off projects which do not have ongoing financial implications. Other forms of discretionary funding may be appropriate for this type of support such as Service Level Agreements which are covered under a separate policy.
21. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance. This requires Council approval in line with the scheme of delegation.

Project Evaluation & Publicity

22. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The Council's feedback form (attached to this policy) must be returned to the Council within 4 weeks of the completion of the project

23. The Council reserves the right to reclaim the grant if no feedback form is submitted within the timeline and any of the Council's information requirements are not satisfied.
24. It is a requirement of the grant award that the Council's contribution is specified and publicised on any promotional activity or literature including press releases, which should be produced in partnership with the Council.

Financial Implications

25. Community Grant provision must be considered annually as part of the Council's budget setting process. Grant applications must be agreed by Council within the annual provision and in line with the above policy. Applications may be deferred to the next financial year if there is insufficient budget at the time of the application.
26. In line with the Council's Financial Regulations, grants above £500 and below £5,000 can be approved by the Finance, Policy and Governance Committee, Grant applications above £5,000 can be approved only by Council. All approvals must be within the overall annual budget provision and in line with the criteria set out in this policy.
27. Small grants (below £500) are subject to a separate policy and approval process.

CL Chief Officer 19.7.22