



**Frodsham Town Council**  
**Grants Scheme**  
**(For Local Organisations & Individuals)**

1 **Introduction:** Frodsham Town Council (FTC) makes grants to local organisations that work to:

- Promote social inclusion by building dialogue & understanding; and/or
- Increase skills & activities to aid social inclusion; and/or
- Enhance the social, cultural and/or economic well-being of Frodsham; and/or
- Achieve excellence in their chosen activities.

2 **Aims:** The Grants Scheme aims to:

- 2.1 Promote social inclusion and achievement of excellence by awarding grants of between £20 and £500\* to local groups & individuals; and
- 2.2 Support the work and development of smaller voluntary groups by giving priority to groups whose income per year is less than £10,000 and who do not employ paid staff.

NOTE: Small grants will enable FTC to support more groups & individuals.

3 **Process**

3.1 FTC will apportion the Grants Budget for the Financial Year as follows:

- i Grants totalling up to 50% of the Grants Budget will be awarded at the Grant-Giving Event, which may be on the same date as the Council's Annual Town Meeting (ATM)
- ii FTC will hold the remaining funds in reserve to meet requests for grants received through the year.

3.2 ***Award of Grants at the Grant-Giving Event***

NOTE: Application Forms are available from the Town Council Office.

- i The Council's Policy & Process Committee (P&PC) will assess applications, received after the start of the Financial Year and no later than 10 working days before the date of the Event, against the Criteria for Award of Grants at its meeting to be convened 10 working days before the Event and recommend approval of successful applicants to the Council.
- ii FTC will consider the recommendation at its next Ordinary Meeting if one is scheduled before the Event. Alternatively, P&PC will seek FTC's approval subject to its Executive Powers.
- iii FTC will invite the successful applicants to make a presentation at the Event.

3.3 ***Award of Grants Through the Year***

- i On receipt of an application P&PC will assess it against the Criteria for Award of Grants at its next scheduled meeting and recommend acceptance/rejection to the Town Council.
- ii The Council will consider the P&PC recommendation(s) at its next following meeting.

3.4 ***Payment:*** Grants will be paid by cheque to successful applicants and they will be asked to confirm that they accept the terms & conditions of the grant. The Council reserves the right to monitor the use of the award.

3.5 We will always give a reason for rejecting an application. An applicant may re-apply at any time.

#### 4 Criteria for Award of Grants

- 4.1 In the case of applications from voluntary organisations (eg, club/society/registered charity), priority will be given to the community groups with unpaid management (committee, board or trustees) who do not receive any financial benefit from the group.
- 4.2 The applicant may be a state sector organisation (eg, a school).
- 4.3 Both voluntary & state sector organisations must:
- i Have a constitution (or similar document);
  - ii Have a bank or building society account where at least two people are needed to sign cheques;
  - iii Have clear objectives and be able to demonstrate effective planning and budgeting; and
  - iv Be able to show that the majority of people benefiting from the funding will be residents of Frodsham.
- 4.4 Where the application is for a grant for repair/improvement of buildings or property or for building new premises, the organisation must show that they have a secure right to remain in that building or property (ownership/lease). Leaseholders must be able to demonstrate that the lease is secure for at least:
- 5 years for improvements to existing buildings/property costing less than £20,000;
  - 10 years for new buildings costing less than £20,000;
  - 20 years for new buildings and/or work costing over £20,000.
- 4.5 Where the applicant is an individual, he/she must be:
- A member of a recognised group or organisation connected with the cultural activity they are applying to participate in;
  - Able to demonstrate that the activity they are applying to participate in has the potential to benefit the local community;
  - Able to demonstrate that they have the potential to achieve the highest level in their chosen activity.
- 5 Exclusions: Applications will not be considered:
- For day-to-day running costs;
  - Retrospectively (where money has been already spent or committed);
  - If the organisation or individual was awarded a grant within the past twelve months.

## Frodsham Town Council



### Application for Grant

- ◆ Before filling in this form, please read the Terms & Conditions (attached).
- ◆ Please answer all the questions, writing 'not applicable' if the question is not relevant.
- ◆ If you are applying as an individual on your own behalf, please go to Section 2

#### Section 1 – Local Voluntary Organisation

Name of Organisation:	
Chairman	Secretary or Treasurer <i>(Delete as appropriate)</i>
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Purpose of your organisation:	
Brief details of the proposed project and the purpose for which the grant will be used:	
Total cost of project <i>(Itemise where possible)</i>	
Details of grants awarded by Frodsham Town Council in the last five years	
Amount of grant requested ★	
If other sources of funding are being applied to, please give details	
If other sources of funding are not being approached, how will the project be funded? <i>(Include details of any amount budgeted by your organisation)</i>	

★ Grants of over £200 require match-funding.

'Matching funds' are monies that your organisation will contribute in equal amount to the value of any grant made by the Council.

Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation?	Yes	No
Does the organisation have a constitution (or similar document) that defines the organisation's objectives?	Yes	No
Does the organisation require at least two signatories to sign cheques against the organisation's bank account?	Yes	No
Do the majority of your organisation's members reside in Frodsham?	Yes	No

*The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:*

1 <sup>st</sup> Representative	2 <sup>nd</sup> Representative
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

### Section 2 – Individual Applicant

Name		
Are you a member of a recognised group or organisation connected with the activity you are applying to participate in?	Yes	No
Name or group/organisation <i>(if applicable)</i>		
Signature	Date	



## Terms and Conditions

- Grants must be used for the purpose they are awarded.
- Grants must be spent within 12 months of the date of the award.
- The contribution of Frodsham Town Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to monitoring of the use of the award by the Town Council.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
  - The organisation ceases to operate or exist within twelve months of the grant being spent;
  - The grant is used for any purpose other than that agreed without prior permission;
  - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
  - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.

## Examples of Activities That Can Attract Grants

- Sports, recreational & play activity
- Performing arts (theatre, music etc)
- Visual arts (painting, sculpture etc)
- Media, film and video
- Museums
- Literature
- Architecture, landscape and parks
- Combined arts and festivals
- Sponsorship
- The value dimension of culture such as shared identity, memories & experiences and what people consider valuable to pass on to future generations.