

## **GRANT APPLICATION SCHEME 2017-18**

### **1. Introduction**

Frodsham Town Council (FTC) makes grants to local organisations that:

- promote social inclusion by building dialogue & understanding; or
- increase skills & activities to aid social inclusion; or
- enhance the social, cultural or economic well-being of Frodsham; or
- achieve excellence in their chosen activities.

### **2. Aims**

The Grants Scheme aims to:

- promote social inclusion and achievement of excellence by awarding grants to local groups and individuals; and
- 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.

### **3. Process**

3.1 FTC will agree the Grants Budget for the FTC Financial Year which in 2017 is £12,000. The deadline for applications to FTC is 1 July.

NOTE: Application Forms are available from the Town Council Office or can be downloaded from the FTC website.

3.2 The Council's Policy & Process Committee (P&PC) will appoint a Working Group to assess all applications against the Criteria for Award of Grants. A short list of suitable grants and apportionment of the grant budget will be presented to the full Council for approval in time for payment in September.

3.3 Grants will be paid by cheque to successful applicants and they will be asked to confirm acceptance of the terms & conditions of the grant. The Council reserves the right to monitor the use of the award.

3.4 We will always give a reason for rejecting an application. Unsuccessful applicants may re-apply in the following year.

### **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 Organisations must have:

- a constitution (or similar document);
- a bank or building society account where at least two people are needed to sign cheques; and

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- clear objectives and be able to demonstrate effective planning and budgeting; and can show that the majority of people benefiting from the funding will be residents of Frodsham.

4.4 Where the grant is for repair/improvement of buildings or property or for building new premises, the organisation must show they have a secure right to remain in that building or property (ownership/lease). Leaseholders must be able to demonstrate 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 the activity they are applying to participate in has the potential to benefit the local community;
- able to demonstrate 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 two years.