



## **SMALL GRANT PROCEDURES & GUIDANCE NOTES**

Please read the information below in full before completing a Small Grant application form.

### **SECTION 1: GENERAL INFORMATION**

The Town Council is empowered under legislation to offer community grant funding, however terms and conditions apply. Please ensure you read the information below to determine whether your organisation or project may be eligible before completing the application form.

#### **A. WHO MAY APPLY FOR GRANT FUNDING?**

Voluntary groups, registered charities or individuals operating on a not for profit basis for the benefit of the community in Morpeth. Organisations must have some form of management committee or steering group and a bank account with at least two signatories.

If your organisation has previously received a small grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one Small Grant may be received per organisation per financial year.

Priority will be given to those organisations which can demonstrate a clear financial need.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Morpeth.

#### **B. WHO MAY NOT APPLY FOR GRANT FUNDING?**

- Private individuals
- Commercial operations or organisations
- Purposes for which there is a statutory duty other local or central government department to fund or provide, for example schools. (School associations/PTAs may apply for a grant if the activity/project is extra-curricular, subject to funds being ring-fenced and applicants having a separate bank account and constitution).
- "Upward funders" i.e local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the council's discretion.

#### **C. HOW MUCH CAN BE APPLIED FOR?**

Up to a maximum of £500. The amount of grant funding to be approved will be decided by the Finance and General Purposes Committee and may be less than the amount requested.

#### **D. WHAT TYPE OF PROJECTS CAN BE FUNDED?**

Projects or activities which can be completed within a year and will directly benefit residents of Morpeth. Priority may be given to projects or activities which support the Town Council's objectives and aspirations for the town. The aims and objectives of the project should be clear and well defined.

#### **E. WHAT WILL NOT BE FUNDED?**

General revenue costs; loan repayments; rent; rates, council tax or utilities; insurance costs (other than public liability insurance); projects with high ongoing maintenance costs (unless the group can demonstrate it has the funds/skills to maintain them in future); religious or political groups (unless unrestricted community benefit can be demonstrated); activities that are part of statutory obligations, for example curricular activity in schools; activities that predominantly support people outside of Morpeth; projects which have already been completed or items already purchased.

#### **F. WHEN TO APPLY**

Applications are considered at the monthly Finance and General Purposes Committee. Organisations which have already received a grant for this financial year may not re-apply for further funding.

#### **G. APPLICATION PROCEDURE**

Applications will be considered by the Finance and General Purposes Committee. The meeting is open to the public and applicants are encouraged to attend. Applications will be assessed and decisions taken regarding the amount of any grant award based on the available budget, the information provided, the benefit to the community and the sustainability of the project. Written confirmation of the decisions taken will be provided within ten days of the meeting. Payment will be paid by bank transfer to successful applicants within a month of the meeting.

#### **H. TERMS AND CONDITIONS**

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid.

Grants must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unspent monies, must be returned to the Council, unless a dispensation is granted.

Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and might face prosecution.

All applications will be considered by the relevant Committee, where decisions are made to approve or refuse applications. The amount of grant funding to be approved may be less than the amount requested. Meetings are open to members of the press and public, with meeting minutes and associated papers published on the Town Council's website. A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the group's accounts.

The Town Council may ask you to attend the meeting at which the application will be considered and/or to attend a publicity event.

The Town Council reserves the right to amend any policy, procedures and assessment criteria for grants at any time.

All decisions on subsidies made by Morpeth Town Council are final.

## SECTION 2: GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
Question no.	Question	Guidance notes
1-11	Organisation details	<p><i>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</i></p> <p><i>Organisations must be non-commercial and primarily serve residents of Morpeth.</i></p> <p><i>Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i></p>
12	Independent referee	<p><i>This should be someone who is familiar with the organisation and/or project, but is not a member/representative of that organisation.</i></p> <p><i>Referees will only be contacted if deemed necessary by officers.</i></p>
13-20	Financial details and amount of grant funding requested.	<p><i>Please provide as much information as possible. The grant does not need to be a "rounded up" figure; if your organisation has a specific quote, please enclose this and specify the exact figure.</i></p> <p><i>We will consider whether project costs are appropriate and realistic.</i></p> <p><i>Priority may be given to organisations which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind (e.g. volunteer time).</i></p> <p><i>Organisations must have a separate bank account with at least two signatories. Payment of grant funding will be made by bank transfer.</i></p>

21 - 22.	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity.</i></p> <p><i>Projects should demonstrate a clear benefit to residents of the parish.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council's aims and aspirations for the Town.</i></p>
23.	Project timescale	<p><i>Please note that projects or activities cannot be funded retrospectively. Please only apply for funding if the project/activity can be achieved within a year of receiving grant funding.</i></p>
24.	Ongoing costs.	<p><i>Should the project require ongoing funding, please demonstrate how the organisation intends to achieve this.</i></p>
25-28.	Supporting documents	<p><i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start-up organisations without two years of accounts should provide a copy bank statement and a business plan.</i></p>
29-36.	Declaration and signature	<p><i>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project.</i></p> <p><i>A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. The organisation may also supply a copy of its annual report and accounts, where appropriate. By signing, you give permission for the Town Council to retain and use the information provided.</i></p> <p><i>By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i></p>

Should you have any queries not answered above, please contact Morpeth Town Council on 01670 514314.



### SMALL GRANT APPLICATION FORM

This application form may be used for Small Grant applications of up to £500 in the financial year. Organisations may only receive one grant per financial year. Please refer to the Procedures and Guidance Notes documents when completing this form.

<b>SECTION 1: ORGANISATION AND APPLICANT DETAILS</b>		
1.	Name of Organisation	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number)	
6.	How long has the organisation been established?	
7.	Brief description of purpose of group.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have who reside in Morpeth?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	

12.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent).	
<b><i>If your organisation has a Constitution or set of agreed rules, please enclose a copy with this application form.</i></b>		

<b>SECTION 2: FUNDING</b>		
13.	Total cost of project?	
14.	Grant requested (maximum of £500)	
15.	How much has already been raised towards the project?	
16.	How will the balance be funded? (if applicable)	
17.	Has any further grant funding been sought for this project? (if so, please specify details)	
18.	Has the organisation sought more than one quote for the project? (please enclose copies if possible)	
19.	Does the organisation have its own bank account with a minimum of two signatories?	
20.	Please confirm account details should the application be successful the money will be transferred directly into the bank	
<p><b><i>Please include with your application:</i></b></p> <p><b><i>a) Accounts for the last two years (draft is fine if not yet audited)*</i></b></p> <p><b><i>b) Bank account details</i></b></p> <p><b><i>* Start-up groups without two years of accounts may apply for a maximum of £200 and should enclose a bank statement and business plan with their application.</i></b></p>		

**SECTION 3: PROJECT DETAILS**

21.	<p>Please briefly describe the project, including:</p> <ul style="list-style-type: none"><li>- Where it will take place</li><li>- How the community of Morpeth will benefit</li><li>- How the project supports the community</li><li>- How have you identified the need for this project?</li><li>- How will you assess the success of the project?</li></ul> <p>(if necessary please supply further details on a separate single sheet of paper)</p>	
22.	How many people in Morpeth do you expect to benefit directly from the project?	
23.	Please advise the timescale for the project.	
24.	Will the project require ongoing financial support, e.g. maintenance? If so, how will this be funded?	

<b>SECTION 4: CHECKLIST</b>		
<b>Please enclose the following with your application:</b>		
25.	Two years of accounts (or for start-up groups, a bank statement & business plan)	
26.	Quotations for the project (if applicable/available)	
27.	Organisation's Constitution or set of rules	
28.	Any other relevant supporting information regarding the project	

<b>SECTION 5: SIGNATURE AND DECLARATION</b>		
<b>Please initial next to points 29-36 and sign below to acknowledge the terms and conditions of submitting this grant application.</b>		
<b>No application will be considered unless this section is completed in full and signed by the contact person named in Question 2.</b>		
29.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
30.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	
31.	I agree that the grant will be returned if the specified project cannot proceed.	
32.	I agree that, if successful, details of the project may be published by the Council.	
33.	I agree to supply a report back to the Council within twelve months regarding expenditure of any grant funding.	
34.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
35.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.	
36.	I confirm that I have read and understood the Small Grant guidance notes issued by the Town Council.	
<p>Name of Contact: _____</p> <p>Role in Organisation: _____</p> <p>Signature: _____</p> <p>Date: _____</p>		