



# **Uttlesford District Council**

## **Corporate Services**

# **GRANT ALLOCATION POLICY**

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# GRANT ALLOCATION POLICY

## POLICY STATEMENT

- Uttlesford District Council will offer grant funding to support local charities, voluntary organisations, clubs and individuals for the benefit of the Uttlesford community. Grants will be awarded in a fair and transparent manner and will support the delivery of the council's corporate objectives.

## INTRODUCTION

- Uttlesford District Council recognises the value of voluntary and community activities and their contribution to residents' well-being, the local economy, and the sustainability of a wide range of services which benefit people living, working and visiting the district. The council is not statutorily obliged to provide grant support but does so as it recognises the diversity and individuality of community organisations and the contribution they make in improving quality of life for many residents.
- The council supports these community activities through the identification and allocation of grants which are managed by a number of grant schemes. The key aims of allocating grants are:
  - To provide financial support to help widen the provision of facilities and services which directly benefit and enhance the local community
  - To help support and address key community issues
  - To promote and strengthen volunteering and voluntary endeavour
- This policy outlines the types of grants available and the rules of each scheme including who can apply, assessment of applications and any monitoring controls. This includes any one-off grants, including larger grants, made available to the community.
- Any grant over the value of £50,000 will be subject to a Service Level Agreement.
- Funding will only be considered if applicants can demonstrate how their work will contribute towards the council meeting its corporate priorities which are set out below.
  - Putting residents first
  - Active place maker for our Towns and Villages
  - Progressive custodian of our rural environment
  - Champion for our District

## Type of Grant available

This policy covers the grant schemes administered by the Communities department for which applicants need to complete an application.

## Grant Criteria

### Voluntary Organisation Support Grant

- The council's largest budgetary commitment for grants is the Voluntary Organisation Support Grants scheme. Applications are made by registered charities who work within the district outlining their funding requirements for a one-year period (April to March) Applications are reviewed to ensure specific criteria will be met before being recommended by the Committee of the Cabinet for approval at Cabinet.
- Formal feedback on the outcomes achieved by each organisation (in whole or part) through the grant is submitted within an agreed timescale (three times a year). Discussions between the organisation, Communities, Health and Well-being Manager and Community Development Officer take place periodically throughout the year.
- The organisations receiving the grants are invited to update a Committee of Cabinet Members, acting as an Awards Panel, regarding achievement of their funding objectives at the end of each financial year during the grant period (January). There is no funding limit set for individual applications.

### Community Project Grant

- The Community Project Grant Scheme is for planned projects within the community such as the development of land for recreational purposes, children's play areas, refurbishment of facilities. We will consider one-off training costs, equipment and music festivals. Funding amounts are offered from £100 up to a maximum of £3,500.
- The application process is open once a year in April or in the event of an election year, this will be advertised in June. However, projects need to be completed and funding spent within that financial year (April to March).
- The scheme is open to properly constituted voluntary organisations or similar body in Uttlesford such as village hall committees, community shops, town and parish councils, play, cultural, sports and recreation clubs.
- This is a match funded grant. If the application is for more than £1,000 the amount raised must represent at least 50% of the total grant. If the application is for less than £999 then 25% must have been raised. Payment is made on completion of the project once paid invoices are received.
- An organisation may apply more than once, however, if successful further funding will not be given to the same project in the same financial year (April to March).

- The Panel overseeing this grant is made up of the Portfolio Holder for Communities, Communities, Health and Well-being Manager and Community Development Officer.
- The Panel will meet within two months of the application closing date and decisions will be advised by e-mail.

## Youth Grant

- The Youth grant scheme is to support Youth Initiatives that contribute towards improving the Health and Wellbeing of local young people aged primarily 10-19 years and up to 25 years for those with disabilities or exceptional needs, in partnership with other agencies and organisations.
- The application process is open once a year in April and projects need to have spent or committed the funding within that financial year (April to March).
- The scheme is open to properly constituted statutory and voluntary organisations or similar bodies that work with young people in Uttlesford.
- Funding bids may be made for any amount up to £5,000 and if successful, may be granted for all or part of the bid.
- An organisation may apply more than once, however, if successful further funding will not be given to the same project in the same financial year (April to March).
- The Panel overseeing this grant is made up from the Portfolio Holder for Communities, Communities, Health and Well-being Manager, Community Development Officer, Chair of the Youth Initiatives Working Group

## Decision Making Process

- The Director Finance and Corporate Services is given delegated powers to approve all grants which is devolved down to the Communities, Health and Well-being Manager in consultation with the Community Development Officer and the Portfolio Holder for Communities for consistency purposes, except where the application is in the Portfolio Holder's ward, in which case the Portfolio Holder for Finance will fulfil this role.
- Organisations will receive confirmation informing them of whether they have been successful or not as soon as possible after the panel has made its decision.
- The organisation will be asked to sign and return a copy of the letter agreeing to the terms and conditions of the individual grant.
- Complaints about any aspect of the community grant process will be dealt with under the Council's Corporate Complaints Procedure.

## Other Grants

- In addition to these schemes, the Ward Member's Initiatives Scheme provides an annual sum to each of the authority's district councillors to be spent in their ward.'
- Applications are made by each Councillor to the scheme for community projects within their ward which could include:
  - Grant to the town/parish council for a specific project/activity
  - Grant to a voluntary organisation or local charity
  - Grant to a community organisation e.g. village hall
  - Grant to a sports or social club (subject to appropriate rules on membership)
  - Grant to a local school, church, doctors surgery, hospital etc
  - Grant to local scouts, cubs or guides etc
  - Funding a community event or celebration

The Assessment Panel is made up of the Communities, Health and Well-Being Manager, Community Development Officer and signed off by the Director of Finance and Corporate Services.

- The Council is also the sole trustee of the Saffron Walden Pig Market Charity and income received by this charity is awarded to groups who are based in Saffron Walden on an annual basis via an application process.

## Legal and Budgetary Framework

- All grant decisions will be made based on the set of principles, set out in this Policy, and within the agreed budget approved by Council. More detailed Terms and Conditions relating to each grant will be set out in the grant award letter.
- The Council cannot guarantee to fund the maximum amount applied for, therefore organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the organisation can demonstrate that the balance of the funding is available.
- Projects must be delivered, and funding claimed within a specified time period with clearly defined beginning and end dates. These should be set out in the application for funding. (Successful applicants should be prepared to commit to these dates in a funding agreement).
- Although match funding is a requirement for the Community Project Grant, applicants must demonstrate that funding from other sources is not paying for the element the Council is paying for (double funding).
- Funding will normally be paid after the work has taken place or via staged payments against agreed milestones. Copies of all invoices must be provided to support funding claims.

## Grant Conditions

- An application for funding must demonstrate that it meets the Council's corporate priorities which can be found on the Council's website <https://www.uttlesford.gov.uk/corporate-plan> All organisations must have an equalities and safeguarding policy. If an organisation does not have their own policy, they will be expected to comply with Uttlesford District Council's policies which are also available on the Council's website [Safeguarding Policy\\_\(PDF\) \[347KB\]](#)
- All grants must be fully spent within the year for which they are allocated (April to March), and funding can only be spent on the agreed activities as set out in the application form.
- Very minor changes may be agreed, from time to time, subject to the funding being used in line with the original application criteria. Any such changes must be applied for to the Council and agreed in writing.
- Invoice/receipts must be provided to the Council's Community Development Officer as soon as the money has been spent. Failure to comply with the above conditions may mean full or part funding is returned. For audit purposes, records must be kept showing how the grant has been spent, along with any relevant receipts or invoices.
- In relation to any personal data held, grant funded organisations shall understand and comply with their obligations under the General Data Protection Regulation. In line with the Council's retention policy all documentation relating to an application will be retained for seven years before being destroyed.
- An officer of the Council may visit the grant recipient from time to time to audit the information sources. The Council may also request a review if it wishes to discuss the project or service development and delivery.
- Any grant over the value of £50,000 will be subject to a service level agreement (or similar).
- Organisations in receipt of grant funds must comply with legislation regarding the health, safety and welfare of workers, volunteers and clients involved in their activities. Due regard must also be given to safeguarding vulnerable individuals and to the requirements of the Equality Act.
- Organisations to consider all regulatory duties and requirements imposed by the law in the use of the contribution.

## Who Can Apply?

- All organisations should be non-profit making/constituted (where appropriate);
  - Have the legal right to carry out the activity
  - Have a bank account with minimum two non-related signatories.

- Organisations will be requested to supply the following evidence (where appropriate):
  - Constitution or equivalent
  - Insurance details that cover activities requested to fund (especially public liability)
  - Latest set of accounts or last 6 months bank statements
  - Quotations for capital items or evidence of cost (where applicable), for capital works one quote is required for grants up to a value of £10,000. Any grant exceeding £10,000 three quotations must be supplied.
  - Proof of permission (capital projects only).
  - Health and Safety policy (if applicable to your project)
  - Safeguarding/Equalities (as above)

### How to Apply

- Applications must be made using the Council's grant application form and associated guidance notes that are available online on the Council's website.
- The application form must be completed in full. Incomplete application forms will be rejected/returned.
- Supporting documentation may also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.
- Only applications received by the advertised closing date will be considered. Any applications outside of this date will automatically be turned down.
- All grants will be advertised on the Council's website, through press releases to the local newspaper and on the Council's Facebook page.

### Transparency

- All grants will be recorded on the transparency page of the Council's website at the end of each financial year. For grants over £50,000 a report will go to Cabinet for their ratification.

### Reviews

- Uttlesford District Council will periodically review all the grants it gives to organisations and individuals to ensure they meet the Council's corporate objectives and as part of our duty to ensure the public funds were distributed and are used in an appropriate manner.