



Keighley Town Council

Grant Policy

APPENDICES

Appendix A – Grant Application Form

1. Introduction

1.1 Keighley Town Council has the power, (under various sections of the Local Government Act 1972), but not the obligation, to make grants available to local community, voluntary and not-for profit groups in Keighley.

1.2 Keighley Town Council is funded by the residents of Keighley via a charge on the Council Tax collected by Bradford MDC. It has, therefore, only limited funds available to assist groups who must demonstrate that they are working for the benefit of the Keighley community in an inclusive manner.

1.3 Grants will be distributed by the Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community.

2. Aims of the Grant Making Programme

2.1 The Town Council provides grants to support the following aims: -

- i. To enable local people to participate in voluntary groups and activities
- ii. To help the Town's voluntary groups to improve their effectiveness
- iii. To support organisations which meet the needs of people experiencing social exclusion or economic difficulties
- iv. To ensure there is equality of access and opportunity for all residents of Keighley to the services it provides and funds
- v. To improve or enhance the local environment
- vi. In all its considerations, Keighley Town Council will aim to ensure value for money on behalf of all residents of Keighley

3. Who can apply

3.1 Grants will only be considered for groups and organisations operating within Keighley which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the town.

3.2 At the Council's discretion, it may consider groups and organisations out of the town providing the service or activity is of direct benefit to any residents in Keighley.

4. Activities that will not be supported

4.1 The following will not be considered for support: -

- i. Applications by individuals
- ii. Regional or National organisations, unless they are for a specific project benefitting Keighley residents
- iii. Commercial organisations
- iv. Purposes for which there is a Statutory Duty requiring other local or central government departments to fund or provide
- v. "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ
- vi. Political parties
- vii. Activities of a predominately religious nature
- viii. Multiple applications by the same organisation in one year will not usually be supported
- ix. Salaries of permanent or temporary staff

5. Conditions of Awards

5.1 The following conditions will apply to all applications: -

- i. The grant must be used for the purpose for which the application was made
- ii. If the group is unable to use the award for the stated purpose, all monies must be returned to Keighley Town Council
- iii. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested. Keighley Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided
- iv. The awarding of a grant should not be seen as an ongoing commitment
- v. A fresh application, on the Council provided application form, is required each year
- vi. Keighley Town Council reserves the right to discontinue the Grant Programme
- vii. Keighley Town Council will only consider contributing up to 50% of the total cost of a project
- viii. Keighley Town Council has an annual budget of £40,000 for grants and awards

6. Applicant Contribution

6.1 The availability of funding for Grant awards is limited. In considering the merits of such an application, Keighley Town Council will take into account the extent of financial contribution and/or contribution by way of volunteer commitment translated into a monetary value, made to the project

6.2 Keighley Town Council will only consider contributing up to 50% of a project costing in total over £3,000.

7. Application Process

7.1 Applications will only be considered when:-

- i. They are made on the Council's approved application form
- ii. They are accompanied by details of the Group's Constitution and Management Committee
- iii. The form has been signed by an appropriately authorised person (e.g. Chairman, Secretary or Treasurer) on behalf of the group or organisation
- iv. Estimates, competitive quotations and specifications should be included if appropriate
- v. They are accompanied by a copy of their latest accounts
- vi. Details of the organisation's accounts have been provided confirming that they hold a separate bank account controlled by more than one signatory
- vii. Details of the group's membership, both within and outside Keighley, have been noted on the Application Form to demonstrate the benefit of the group to Keighley residents
- viii. Details of the organisation's Constitution and Management Committee have been supplied
- ix. They have demonstrated what active steps the group or organisation are taking to encourage engagement from all sections of the Keighley community

7.2 Any application form received which meets Keighley Town Council's Grants Conditions will be taken to the next available Finance & Audit Committee

7.3 Any application requesting over £1,000 will be referred from the Finance & Audit Committee, to Full Town Council with a recommendation, to consider it and make a decision.



Keighley Town Council Grant Application Form

Please refer to the 'Grants Criteria' to assist you with this form

Date of Application:		Reference Number: (office use only)	
Name of Organisation:		Contact Number:	
Project Title: (in one sentence describe your project):			
Name of Applicant:			
Address of Organisation:			
Postcode:		Email address:	
Funding Request: <input type="checkbox"/> up to £10,000 <input type="checkbox"/> Exceeding £10,000 (this will require Full Council approval)			
What type of organisation are you:			
<input type="checkbox"/> Unregistered community group/club/society		<input type="checkbox"/> Registered charity	
<input type="checkbox"/> Charity Number:		<input type="checkbox"/> Other (please state) _____	
Do you have a Constitution or a set of rules? (please provide a copy of your constitution) <input type="checkbox"/> Yes <input type="checkbox"/> No			
VAT Number: (if applicable)			
Total Cost of Project:		Grant Requested:	
£		£	
Bank Details: Bank Account Name (as it appears on your cheque book):		Account Number: Sort Code:	
Are you part of a larger organisation? If yes, please give details		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Short description of the project and how the project meets the Council's Grant Criteria and the objectives outlined in the Keighley Town Plan 2020/2023 (use a separate sheet if necessary) max 500 words			

Evidence of any other awards towards the project e.g. Lottery Funding, other bodies

If you are unable to supply this information, please contact Keighley Town Council for advice before submitting this application

CRITERIA FOR APPLICATIONS

1. Introduction

1.1 Keighley Town Council has the power, under various sections of the Local Government Act 1972, but not the obligation to make grants available to local community, voluntary and not-for profit groups in Keighley.

1.2 Keighley Town Council is funded by the residents of Keighley through a charge on Council Tax collected by Bradford MDC. It has, therefore, only limited funds available to assist groups who must demonstrate that they are working for the benefit of the Keighley community in an inclusive manner.

1.3 Grants will be distributed by Keighley Town Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community.

2. Aims of the Grant Making Programme

The Town Council provides grants to support the following aims: -

- i. To enable local people to participate in voluntary groups and activities
- ii. To help the Town's voluntary groups to improve their effectiveness
- iii. To support organisations which meet the needs of people experiencing social exclusion or economic difficulties
- iv. To ensure there is equality of access and opportunity for all residents of Keighley to the services it provides and funds
- v. To improve or enhance the local environment
- vi. In all its considerations, Keighley Town Council will aim to ensure value for money on behalf of all residents of Keighley

3. Who can apply

3.1 Grants will only be considered for groups and organisations operating within Keighley which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the Town.

3.2 At the Council's discretion, it may consider groups and organisations outside of the Town providing the service or activity is of direct benefit to any resident of Keighley.

4. Activities that will not be supported

The following will not be considered for support: -

- i. Applications by individuals.
- ii. Regional or National organisations, unless they are for a specific project benefitting Keighley residents.
- iii. Commercial organisations.
- iv. Purposes for which there is a Statutory Duty upon other local or central government departments to fund or provide.
- v. "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- vi. Political parties.
- vii. Activities of a predominately religious nature.
- viii. Multiple applications by the same organisation in one year will not usually be supported.
- ix. Salaries

5. Conditions of Awards

The following conditions will apply to all applications: -

- i. The grant must be used for the purpose for which the application was made
- ii. If the group is unable to use the award for the stated purpose, all monies must be returned to Keighley Town Council
- iii. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested. Keighley Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided
- iv. The awarding of a grant should not be seen as an ongoing commitment
- v. A fresh application, on the Council provided application form, is required each year
- vi. The Council reserves the right to discontinue the grant programme
- vii. Keighley Town Council will only consider contributing up to 50% of the total cost of a project
- viii. Keighley Town Council has an annual budget set of £40,000 for grants and awards

6. Applicant Contribution

6.1 The availability of funding for Grant awards is limited. In considering the merits of such an application, the Town Council will consider the extent of financial contribution and/or contribution by way of volunteer commitment translated into a monetary value, made to the project.

6.2 Keighley Town Council will only consider contributing up to 50% of a project of total cost over £3,000.

7. Application Process

7.1 Applications will only be considered when:-

- i. They are made on the Council's approved application form
- ii. They are accompanied by details of the group's Constitution and Management Committee
- iii. The form has been signed by an appropriately authorised person (e.g. Chairman, Secretary or Treasurer) on behalf of the group or organisation
- iv. Estimates, competitive quotations and specifications should be included if appropriate
- v. They are accompanied by a copy of your latest accounts
- vi. Details of the organisation's accounts have been provided confirming that they hold a separate bank account controlled by more than one signatory
- vii. Details of the membership, both within and outside Keighley, have been noted on the Application Form to demonstrate the benefit of the group to Keighley residents
- viii. Details of your organisation's Constitution and Management Committee have been supplied
- ix. You have demonstrated what active steps the group or organisation are taking to encourage engagement from all sections of the Keighley community

7.2 Any application form received which meets Keighley Town Council's Grants Conditions will be taken to the next available Finance & Audit Committee

7.3 Any application requesting any amount over £1,000 will be referred from the Finance & Audit Committee, to Full Town Council with a recommendation, to consider it and make a decision

FOR INTERNAL OFFICE USE ONLY

1.	Date application received:					
2.	Application meets criteria:	Yes		No		
3.	Refer to Finance Committee on:					
4.	Reference checks satisfactory?	Yes		No		
5.	All Supporting Documents?	Yes		No		Reason for Rejection:
6.	Town Clerk's Signature:				Date	