



Keighley Town Council

Grant Policy

APPENDICES

Appendix A – Grant Application Form

1. To be eligible for funding, applicants must have:
 - A written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)
 - Have at least three members on your management committee/board
 - Have a bank or building society account in the name of the organisation
 - Be a community, voluntary or charitable organisation, community interest company (CIC) that works within the Keighley Town Council Parish boundary.
 - Show evidence of an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults. Where necessary staff, including sessional staff should have the appropriate level of DBS check.
 - Show evidence that the service you provide is needed by the community and that it has community support.
2. The Town Council operates two grant schemes. The Community Grants Scheme and the Ward Development Funds:
 - Community Grant Scheme:**
 - Up to £40,000 available in the current financial year
 - Grants are considered on a monthly basis by the Finance & Audit Committee
 - Available to eligible groups/organisations
 - Ward Improvement Fund:**
 - £1,000 allocated to each of the 30 Councillors
 - Grant applications require the support from the ward councillor
 - Grants should be for specific works/projects within the Councillors wards
 - Joint applications may be considered.
 - Agreement of an individual Councillor to support an application is not a guarantee of funding, the application must still meet the necessary requirements as set out in this Grants Policy and be approved by the Finance & Audit Committee.

Ward Development Fund – Earmarked Reserve

Criteria for applying to the fund:

- The fund will be available to support ward **specific** projects where the ward councillor/s have spent their annual allowance, or where the total cost of the project would exceed the amount of ward development fund remaining for that ward.**
- The maximum amount that can be applied for from the Earmarked Reserve is 1/30 of the value of the Reserve as of 1 April each year, per councillor. (1 April 2023 the reserve stands at £9,463.54). The maximum grant award per councillor would, therefore, be £315.40.
- Each councillor is limited to one successful application per municipal year. Joint applications from members in the same ward are acceptable subject to the details outlined in point 1.
- Applications can be for either Internal Ward Development Fund or External Ward Development Fund applications.
- Applications should be submitted on the appropriate grant application form.
- Applications to the Earmarked reserve must still comply with the approved Grants Policy.
- The Policy & Resources Committee will be responsible for considering applications for funding from the Earmarked Reserve.

** In multi member wards there is an expectation that should one member have used their allocation, but others haven't, this funding should be utilised first before applying to the Ward Development Fund Reserve.

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

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
- To ensure there is equality of access and opportunity for all residents of Keighley to the services it provides and funds.
- To improve or enhance the local environment.
- In all its considerations, Keighley Town Council will aim to ensure value for money on behalf of all residents of Keighley.
- 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. Grants will not be made to:

- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
 - Private organisations operated as a business to make a profit or surplus.
 - “Upward funders”, i.e., local groups whose fund raising is sent to their central HQ for redistribution.
 - Organisations who wish to pass on money to other individuals or groups.
 - Individuals
 - Organisations whose function is primarily undertaken by the health authority or Bradford District Metropolitan Council’s Social Services.
 - Political organisations or projects.
 - Religious Organisations or organisations whose primary purpose is to preach religious practices.
 - Activities that are completely funded from another funding source
 - Any expenditure incurred or committed before we confirm our grant
 - Loans or interest payments
 - General funding for your organisation or others
5. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
6. What can the grant be used for?
- Funding for a new project, setting up a new group or local forum, this can include costs associated sessional, casual staffing costs required to specifically support the delivery of the aims of the grant application being submitted. (*For example, a new trampoline club, would require a qualified coach to oversee its training sessions*). For the purposes of this policy contractors and sessional staff are not considered as staff.
 - Funding for capital items that will help your organisation e.g., equipment.
 - Events, training and/or capacity building.
 - The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
7. The Town Council will normally only consider grant applications for £10,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.
8. Any application over £5,000 will only be considered if it is no more than 50% of the total project cost and evidence of the match funding is included within the Budget breakdown on the grant application form.

9. Organisations can only receive one grant award per financial year from the general grant scheme.
10. The Town Council will only consider an application if accompanied by the required financial and organisational information.
11. Grants are awarded for one year only and you should not rely on a grant in future years.
12. The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
13. For applications for funds for security measures, applicants should seek the support of the local police or crime reduction officer.
14. Community grant applications are reviewed by Town Council staff, reporting formally to the Policy & Resources Committee for a decision.
15. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
16. You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 6 months of the funding being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**
17. If awarded a grant, Keighley Town Council will require recognition of the grant. This includes in any press coverage, social media posts, newsletters, etc. The Council would welcome an invitation for the Mayor to visit the project and attend any official opening.
18. If awarded a grant, you will be **REQUIRED** to attend the annual Community Showcase organised by Keighley Town Council. Failure to attend the Community Showcase could result in future funding applications being refused.

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	19 March 2020	May 2022	
V2.	30 June 2022	May 2024	<p>a. Section 1 has been changed to better reflect the range of organisations that can apply for grants, such as Community Interest Companies (CIC)</p> <p>b. The requirement to see a copy of the equal opportunities policy has been removed as officers feel the inclusion is not</p>

			<p>appropriate.</p> <p>c. Section 2 includes changes to the requirements for joint applications for Ward Development Funds.</p> <p>d. Section 6 makes changes to what can be funded in relation to casual or seasonal staffing.</p>
V3.	May 2023	May 2024	<p>a. Section 1 updated to clarify that evidence of safeguarding measures are required.</p> <p>b. Ward Development Fund Reserve – the new criteria has been added.</p> <p>c. Section 3 has been updated to provide greater clarity about funding religious organisations.</p> <p>d. Section 6 has been further updated in relation to Sessional Staff funding.</p> <p>e. Section 8 details the limit of grant awards that require match funding</p> <p>f. Section 9 details only one grant per organisation per financial year</p>