



Chepstow Town Council GRANT AWARDING POLICY

About Chepstow Town Council's Community Grant Scheme

Chepstow Town Council has made a budget provision of £25,000 for a Community Grants Scheme in the current financial year and is keen to help as many local community projects as possible.

The Town Council hopes that these grants will make a real difference to small local groups with a project in mind, particularly those who might struggle to find the money elsewhere and is therefore interested in receiving grant applications from organisations able to meet simple grant criteria and spend the grant money by 31st March 2024.

To make the process easy for small groups

- We have tried to keep our application form simple and straight forward. *(If we have not got this right - let us know and we will try to change it)*
- We will let you know the outcome of your application quickly
- We will give you plenty of time to apply for and complete a grant application form - we will provide advice and guidance if needed.

What we want to fund - "Grant Criteria"

Chepstow Town Council aims to represent and serve the interests of local people by ensuring that Chepstow is an interesting, healthy, safe and enjoyable place to live, work and visit. The Town Council is therefore looking to contribute to the funding of organisations or projects that contribute to this aim.

- Priority will be given to local groups within the Chepstow Town Council administrative area which comprises the electoral wards of Bulwark, Chepstow Castle, Larkfield, Maple Avenue, Mount Pleasant, St Kingsmark, and Thornwell.
- Applicants will need to demonstrate that they are providing a facility or service, or performing a function that is of benefit to a group of local people or, to the community of Chepstow as a whole.
- The Town Council wants to adopt best value practice in all that it does. It will therefore take into account whether a request for funding represents value for money and whether it is sustainable when considering each application.
- If your group is not constituted or does not have a governing document, then grant funding will be limited to a maximum application of £1,000.00 *(where possible the Town Council would wish all applicants to have a formal constitution to ensure transparency and accountability).*

What we might fund

A Community Grant might be used for:

- Events
- Training Courses
- Publicity Materials
- Equipment
- Repairs to community facilities
- Materials
- Other items to help you run your group and provide services or to implement a project
- Volunteer expenses
- Costs for voluntary and casual workers
- Conference and seminar costs
- Research costs
- Travel and outings
- Fees

If you wish to fund something else, please telephone us and we will try to help you in any way we can.

Remember, you must spend the grant before the 31st March 2024.

How much?

The Town Council has set aside for £25,000 the Community Grants Fund and is keen to help as many local community projects as possible.

Considering your application

We will consider:

- How well the grant will meet the needs of local people
- Whether the costs are appropriate, realistic and represent value for money
- What you or your group are contributing to the project, organisation or service in cash or, in kind.
- Whether your project/activity is sustainable in the longer term.

Successful applications

If we award you a grant you will have to observe all legal requirements. You will also have to keep to our terms and conditions, which you must accept before we can pay you any money. You agree to the terms and conditions in advance by signing the contract section of the application form. This does not guarantee that you will receive a grant but it will help us to pay your grant quickly if you are successful.

When you may have to repay the grant

If you do not keep to the terms and conditions, for example, by not spending the grant money for the purpose identified, or the group ceases or the planned event is cancelled, you may have to repay the grant. If we discover that you gave false or misleading information on your application form or acted dishonestly in spending the grant, you will be reported to the appropriate authorities.

What happens to an Application?

We receive your application form and check that it is complete. If not, we will send it back to you with a letter explaining what is required. If your application is complete, we will acknowledge it within ten working days.

Your application will be referred to the Council's Finance, Policy and Audit Committee who will check to see that you have met the Town Council's Community Grants Criteria, as outlined in this information. The Committee will meet in June 2023, November 2023 and February 2024.

You are welcome to attend the Committee meeting at which your grant application is considered but in the interest of equal opportunities, you cannot make a presentation to the meeting unless asked.

Since Council funds are limited it may not be possible to fund all worthy projects and the Town Council may have to make difficult decisions about priorities.

Whatever the outcome we aim to write to you within fourteen days of the Committee's decision.

How grant payments will be monitored

It is important that arrangements for monitoring are appropriate to the level and type of funding provided. Since public funds are involved the Town Council will wish to ensure that they are spent prudently, however, monitoring must not become an excessive burden either on the funder or those funded, since this would be an inappropriate use of resources.

Therefore, where items of equipment are purchased, facilities are repaired, publicity materials produced etc. the Town Council will require appropriate evidence of expenditure.

With regard to ongoing projects, where money may be expended on running costs, training, research, travel and outings etc, applicants will be required to satisfy the Town Council that the grant is being used for the purpose for which it has been made.

We will contact you in six months to find out how your project is going.

Please read carefully

This section is important because it is a condition of the application that you have read, understood and accepted it.

- **All decisions on applications are final and at the discretion of the Council.**
- **Once an application has been submitted please do not try to influence the outcome by lobbying Town Councillors otherwise your application may be in danger of being disqualified.**
- **Where a grant has been paid there is no commitment to provide further funding.**
- **We may use the name of your group or project in our own publicity.**