

Community Grant Policy

Adopted at the 25th October 2022 meeting of Policy and Finance Committee.

Introduction

A grant is any payment made by the Town Council to an organisation for a specific purpose that will benefit the Town¹, or residents of the Town, and which is not directly controlled or administered by the Town Council.

The Town Council is legally able to make grants to the community under the General Power of Competence which permits councils “to do anything individuals generally may do as long as they do not break other laws.”

Policy

The Town Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting Eastleigh in a positive way

The Town Council will NOT award grants to:

- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide unless such duty is devolved to the community or local level by agreement
- “Upward funders”/“uploaders” i.e. local groups where fundraising is sent to a central HQ for redistribution
- Political parties
- Religious organisations unless for a purpose which does not discriminate on grounds of belief
- Any organisation which in the view of the Town Council has discriminatory, extremist or other policies which the Town Council deems to be unacceptable

¹ ‘Town’ in this policy means the geographic area of Eastleigh Town Council.

This list is not exclusive and may be added to at the Council's discretion. Grants will only be awarded where there is a clear benefit to the Town and its community. Where an applicant is an individual or commercial organisation, they must clearly demonstrate how the grant will be used for a solely not-for-profit activity or community benefit.

Funding will normally only be awarded up to a maximum value of £800 depending on the Council's budget allocation and may be subject to constraint.

An organisation may submit multiple applications at any time in each financial year. However, a maximum of one grant will be awarded to an organisation in any one financial year. Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.

Grants will not be made retrospectively or be made once work on a project has already commenced.

Grant Application Procedure

The Town Clerk will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Policy & Finance Committee meeting.

Applications must be submitted to the Council as set out on its website and include the following information:

- A completed application form
- Any relevant supporting information required as per the application form
- Full details of the project or activity
- A copy of their last year end accounts and demonstration of a clear need for funding
- Evidence of what funding will be provided by the applicant and where applicable, what funding has been sought from other sources for the same purpose
- For new initiatives, a detailed business or project plan
- A copy of their constitution or details of their aim or purpose
- Details of any restrictions placed on who can use/access their services
- Evidence that the project actively promotes equal access for all

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account controlled by more than one signatory.

Where additional information is required to consider the grant application, applicants may be invited to meet with the Policy & Finance Committee to discuss the application, prior to the grant being determined by the Committee.

We also need to understand the likely impact of your project, particularly at times when there is significant competition and not all grant requests can be met, so providing details of the outcomes will help us in determining priorities.

Assessment Procedure

Each year when the budget is set, an amount will be allocated from which grants will be awarded during the following financial year. Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance.

Alongside the setting of the budget, the Policy and Finance Committee will agree any specific objectives and assessment criteria that they will use to assess grant applications for the following financial year. These criteria will be made available on the Council's website with the application form, and all applications will be scored against the criteria when they are assessed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will consider the amount and frequency of any previous awards and the geographical spread within the parish area. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Conditions of funding

A grant award must only be used for the purposes stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.

Acknowledgement of the grant must be made in all publicity, notices or other information citing "Eastleigh Town Council." The Council will provide a copy of its logo to support this.

Any requests by the Town Council for information from the organisation should be complied with and responded within the timescales given.

If the organisation is unable to use the money within the specified time of the grant, or any part of it for the purposes stated, then all monies or unexpected part of such monies must be returned to the Town Council. The Town Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that a grant has been received from Eastleigh Town Council, or that specific equipment, services or events

paid for in part by the grant have been supported Eastleigh Town Council. Where appropriate, the Town Council may require a notice to be affixed.

Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Town Council as requested.

All applicants will be contacted in writing following the Council's decision.