



Ross-on-Wye Town Council

Grants Policy

POLICY

The General Power of Competence enables the Town Council to grant monies to qualifying organisations to support projects.

Introduction

Ross-on-Wye Town Council is committed to encouraging community development and aims to work closely with organisations and groups by financially supporting projects that benefit local residents. The Council has a duty to ensure that grants awarded under this scheme aim to make a difference to the quality of life of people living in Ross-on-Wye.

Ross-on-Wye Town Council recognises and values the importance of partnership working with public and private sector organisations as well as community groups and voluntary organisations.

Aim

To support and strengthen community participation, activities and events and to help develop a sustainable welcoming community.

APPLICATION PROCEDURE

For the purpose of requesting grants, applications may be submitted at any time during the year, the Town Council's Community, Markets & Tourism Committee will consider applications received.

If the application is for an event, it is strongly recommended application is made as soon as possible prior to the event to allow sufficient time for the application to be considered. The dates of meeting when applications are considered are published on the council's website and applications should be received, together with all supporting documentation, two weeks prior to this date.

Applications must be submitted on the correct application form and be accompanied by the documentation requested, i.e. the last set of accounts and balance sheet, the latest bank statement, a copy of the constitution and a statement of how the application will promote or improve the social, economic or environmental well-being of the town. Supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of accounts or a balance sheet are asked to submit a business plan or strategy with other supporting documentation. The Town Council reserves the right to request additional information to aid determination of the grant.

Once it has been decided by the Committee if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer. If the applicant is happy to accept the offer and conditions, a signed copy of the offer letter should be returned to the Town Council.

Once this is received by the Town Council the project may begin. All paperwork (including invoices) relating to the project must be retained.

On completion of the project a final report will be required. The Committee will monitor and follow up any reports not received. This will summarise what the project has achieved and break down the income and expenditure. Any unused funds must be returned to the Town Council. Any applicant who fails to submit a final report will not be eligible to apply for any grants in the future.

WHO MAY APPLY

Any individual, charity, voluntary group or community organisation may apply. The Committee must satisfy itself that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Ross Town Council area.

Ross-on-Wye Town Council will not fund activities of a political nature, nor discriminate on the grounds of race, religion, gender, age, sexuality or disability nor will it fund activities considered to be the responsibility of the principal authority or which it considers might lead to the statutory body withdrawing funding in the future.

Ross-on-Wye Town Council will not award grants to national organisations which do not have a direct specific benefit to the people of Ross-on-Wye or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally.

CONDITIONS OF FUNDING

The following conditions will apply:

1. Grants will only be considered if submitted on the appropriate form (available from the Council's Offices or downloaded from the website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
2. Where the applicant is an organisation, it should be properly constituted, with a written constitution and appointed officers;
3. If the project is relying on funding from the Town Council it should not be started until an offer letter has been received;
4. If the project has already started, it cannot generally be funded through this scheme;
5. Grants will not be awarded retrospectively for work, goods or services;
6. Grants awarded may be for less than the amount requested;

7. The maximum request for any applicant is £1,000 in any financial year (1 April-31 March). There is no minimum amount applicable;
8. Applicants should have a bank account.
9. Grants will not generally be awarded to finance core running costs of the organisation, salaries or wages;
10. Where a grant application is made in excess of £750.00 match funding of at least 25% of the total project/scheme is required. This can include volunteer hours at an equivalent rate of the minimum wage applicable at the time of the application;
11. The grant must be used only for the purpose for which the application was made;
12. If the applicant is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;
13. The Town Council will require surplus funds to be returned;
14. The applicant must submit an end of project report, including copies of receipts and/or proofs of purchases within 6 weeks of completion of the project; failure to do so will result in the applicant being ineligible to apply for any future grant funding;
15. Representatives of the group will be expected to attend the town's Annual Meeting to give a presentation about their project and how the funding has helped facilitate its work;
16. The Town Council's decision will be final.

Reviewed by Community, Markets & Tourism Sub Committee March 2022



Ross-on-Wye Town Council

GRANT APPLICATION FORM

CONTACT DETAILS	
Are you applying for a grant as: (please tick) An individual <input type="checkbox"/> a constituted organisation <input type="checkbox"/> a newly formed organisation <input type="checkbox"/> or other <input type="checkbox"/>	
NAME OF ORGANISATION or INDIVIDUAL (Please complete in Block letters)	
If organisation, Contact Name and position held (eg, Treasurer, Secretary)	Telephone: Email:
Address for Correspondence	
Post Code	
IF YOU ARE APPLYING AS AN ORGANISATION	
Aims of Organisation – state the aims and objectives of your organisation and the nature of its activity	
What is the status of your organisation or group? (please tick all those that apply) Registered Charity <input type="checkbox"/> Number	
Company Limited by guarantee <input type="checkbox"/> Number	
Social Enterprise <input type="checkbox"/> Community Group <input type="checkbox"/>	
Other <input type="checkbox"/> (Please state what)	
Does your group have a constitution?	YES or NO
If yes, please supply a copy – this may be electronic if preferred	
Have you provided the required documentation with this application? Last set of accounts <input type="checkbox"/> Balance sheet <input type="checkbox"/> Latest bank statement <input type="checkbox"/>	
When was your organisation formed?	
How many members does your organisation have?	
Ross Residents.....	Non-Residents.....
If your organisation does not have a membership, please give details of how many residents of Ross benefit from your organisation.	

FINANCIAL DETAILS		
Breakdown of costs individual items. Please indicate whether this is an actual cost (A) or an estimate (E). (Receipts and invoices must be submitted at the end of the project.)		
Item	A or E	Cost
What is the total cost of your project?		
Amount requested from RTC		
Have applications for grants been submitted to other organisations and were they successful? YES or NO (If yes, please supply the name of the funder and the amount)		
Name of Funder		Amount Granted
TOTAL GRANTED		£.....
Organisation's present financial position. Please indicate the organisation's main source of income and provide a copy of the last audited accounts and a current bank statement.		
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)		
Activity		Amount raised

PROJECT DETAILS	
Name of project	
Who will manage the project?	
Have you checked if you need licences, permissions or insurance for the project?	YES/NO
If yes, have than been granted?	YES/NO
Please provide a statement of how the project will benefit residents of Ross-on-Wye.	
How will the project be sustained?	
If funding is not available from the Town Council, will the project go ahead?	

DECLARATION

I/We have read the guidance notes and conditions of funding which apply to Ross-on-Wye Town Council's scheme and agree to the requirements and terms set out therein.

I/We confirm that the details set out in this application are, to the best of our knowledge, correct. Ross-on-Wye Town Council will be notified immediately of any material changes to the information provided.

SIGNED	Applicant (if an individual) or Chairman of organisation
Name	Date
SIGNED	Treasurer or Secretary of organisation
Name	Date

Privacy Notice for Financial Assistance

Your details are held by Ross-on-Wye Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the grants process.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries is Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN.

We will keep your data for six years if your grant application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.

- Should the grant application be successful we may use the details, including your name and photo, in our newsletters, or on our website, or our Facebook page.
- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.
- No, I would not like to receive any further communications other than for the purposes of this application

Please return completed form to the Town Clerk, Ross-on-Wye Town Council,
Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN
Phone: 01989 562373 email: admin@rosstc-herefordshire.gov.uk