

## **Filey Town Council**

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# **Small Grants Policy**

## **Document History**

Adopted by Council 23 May 2018

Reviewed 9 May 2019

Reviewed May 2020, May 2021, May 2022 & Revised May 2023

To be reviewed May 2024

**David Liddle**

**Town Clerk & Responsible Financial Officer**

## 1. Introduction

- 1.1 The Town Council wishes to fund projects that support organisations and groups that are based within, or that directly benefit, Filey and its residents.
- 1.2 Projects must support the aims of the Town Council which are:
  - i. Develop civic pride through activities which involves the community in heritage, arts, culture and leisure;
  - ii. Engage young people and address educational, recreational and training needs;
  - iii. Improve and enhance our community, 'green spaces' and physical environment;
  - iv. Encourage events and activities that will bring social and economic benefits to Filey, especially the Town Centre;
  - v. Assist the development of sustainable initiatives that will benefit the community in both the short and long term
  - vi. Support and improve the health and wellbeing of the community, and;
  - vii. Community enablement.

## 2. Eligibility

- 2.1 When seeking funding, organisations must take into account the following criteria.
- 2.2 To qualify for a grant, organisations **MUST**:
  - Operate within the town council boundary;
  - demonstrate that the project benefits local residents and the community;
  - be a voluntary or community organisation, registered charity, community amateur sports club or a not-for-profit group and for grants over £100.00 has a governing document and active management group.
  - For grants over £100.00 be able to provide proof of a bank or building society account which requires at least two signatures and where possible, a set of audited accounts.
  - Where projects involve children, young people or vulnerable people, the organisation must have the appropriate safeguarding policies and procedures in place, and copies must be provided.
- 2.3 Applications **WILL NOT** be considered for:
  - Organisations that are not based within the Town Council boundary unless they can show significant benefits for residents within the town boundary;
  - Projects which do not involve, include or benefit residents within the Town Boundary;
  - Individuals;
  - General appeals, sponsorship or fundraising requests from organisations;
  - National bodies or charities without a local link, or who are unable to demonstrate their effectiveness to Filey and the surrounding area;

- Activities that are mainly of a political or religious nature;
- Work which has already taken place;
- Salaries or staffing costs;
- Running costs such as utilities, insurance, broadband, etc.

### **3. General Conditions**

- 3.1 Most grants for financial assistance provided by the Council up to £1000. Organisations are advised to apply for no more than £5,000 as applications over this amount will not usually be considered.
- 3.2 It is expected that a successful applicant will make clear that they are receiving funding in any literature they produce.
- 3.3 Funds awarded to an organisation must only be used for the stated purpose for which it was applied.
- 3.4 The Town Council must be informed immediately if funds are unable to be used as stated in the application. All monies must be repaid unless an organisation formally writes to the Town Council to seek formal approval to vary the agreement.
- 3.5 Funds granted from the Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, might not be successful.
- 3.6 In cases where the funded project turns a profit, the profit must be used to the benefit of that organisation and written evidence must be presented to the Town Council that this has happened.
- 3.7 Any unspent monies must be returned to the Town Council.

### **4. Applications and Consideration of Grants**

- 4.1 Applications must be made in writing on the Small Grants Application Form.
- 4.2 Forms must be clear and legible, preferably submitted by email or in the post.
- 4.3 A complete copy of an established organisation's latest accounts or bank statement, governing documentation, equal opportunities policy and, where applicable, safeguarding policy, must be submitted along with each application. In the case of a new project being launched, an appendix must be attached detailing anticipated costings;
- 4.4 The Town Council will consider applications for the Small Grants Scheme in general annually but where the grant is required urgently applications will be accepted at any time.
- 4.5 Grants cannot be awarded retrospectively. Any works begun on the project before a formal grant offer has been made and accepted, will not be eligible for funding.
- 4.6 Once your application is submitted your application will be checked and evaluated by Town Council Officers and the Finance & General Purpose Committee.

- 4.7 Incomplete applications will be returned and where felt necessary, Officers and the Council reserve the right to seek further clarification on information contained within the application before a recommendation is made to the Council.
- 4.8 The Town Council has delegated powers to the Finance & General Purpose Committee to consider and make recommendations on grant funding.
- 4.9 The Town Council strives to allocate grant funding in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of the Local Government Act 1972 and the General Power of Competence.
- 4.10 It should also be noted that all Town Councillors are governed by the Code of Conduct and have an obligation to declare any personal and/or prejudicial interest where relevant when considering the allocation of funds.
- 4.11 The Council reserves the right to support Grants on an ongoing basis where the benefits to the Community are beyond question.

## **5. If You Are Successful**

- 5.1 All applicants will be notified in writing within 14 working days following the decision of the Council which would usually take place at the end of January.
- 5.2 Organisations may be required to complete post-grant monitoring forms highlighting how the project has benefitted and made a difference to the organisation and the community and details on how the funds were spent.
- 5.3 Where requested, copies of all receipts and invoices must be submitted no later than 30 days following completion of the project.
- 5.4 Applicants for grants will usually receive funding in the financial year following their application, with payment being made in April or May.
- 5.5 Grants will only be paid by BACS payment or cheque, made out to the bank account of the named organisation.
- 5.6 All applicants will be invited to attend a meeting of the Town Council to 'formally' receive the grant, regardless of if it was paid by cheque or BACS.