



HASLEMERE TOWN COUNCIL

Grants Committee Terms of Reference

Background

Haslemere Town Council awards grants to groups and organisations that are supporting and encouraging activities within the area which are beneficial to the community as a whole and not to an individual or small number of residents.

Small grants are generally non-recurring applications from local organisations and groups for community based activities and projects.

Small grants should generally be for capital projects but under exceptional circumstances awards are made for revenue applications.

There are two different types of Grant applications that the Council awards:

1. Small Grants
2. Annual Revenue Grants

The Grants Committee exists to consider small grant applications made by external bodies. Revenue Grant applications are considered at Full Council.

The committee meets six [6] times a year approximately 2 weeks before Full Council.

The Committee holds full delegated powers to award small grants so long as the process set out in this document is followed.

The Town Clerk or other officer as from time to time agreed by the Staffing Committee shall be responsible for the day to day management of Grants Committee matters.

Small Grants Process

Applications

All Grant Applications must be on Haslemere Town Council's application form and, where available, accompanied by financial / other information as requested.

The Clerk to the committee will receive and save any small grant applications received between meetings.

The Grants application form contains a checklist for applicants to certify that they meet the criteria for the award of a small grants before making their application.

Consideration / approval

1. All applications for small grants must be received at least 7 working days before the next Grants Committee meeting.
2. Before the Grants Agenda is finalised, the Clerk and Chair of the Committee will meet to review the grant applications. Using an agreed checklist, they will assess whether or not the applications meet the criteria for the award of a small grant.

The application **must**:

- be of benefit to a significant number of residents of the Council's electoral area
- give clear details of the organisation's project, its costs, and the intended use of the grant
- have a bank account in the name of the organisation or group applying
- be accompanied by either the latest financial report [income & expenditure account and balance sheet] or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.
- consent to acknowledge HTC's contribution in their marketing / promotional material

The application **must not**:

- be retrospective
- contribute to a surplus for charitable distribution or to increase an organisation's reserves.

3. Those applications which meet the criteria will be placed on the Agenda. Those which do not will be returned to the applicant stating why their application has been returned and inviting them to resubmit, should their circumstances change to meet the criteria.
4. Those applicants whose applications are accepted for the Agenda will be invited to speak at the meeting where their application is considered (maximum of four minutes).
5. No less than 3 clear days before the next meeting, the Clerk will circulate the Grants Agenda, with appendices, to the Grants committee and all other councillors for information.
6. Any Member of Council, whether on the Grants Committee or not, may 'call in' an application in advance of the Grants committee meeting, in writing, to the Clerk. In this instance the application will not be considered by the Grants Committee and will instead be placed on the Full Council agenda for consideration.
7. All other applications will be considered by the Grants committee who will make decisions as to the level of award, so long as the set small grants budget is not exceeded.

8. When considering a small grant application, the Committee will give consideration to the following:
- Whether the applicant endeavoured to raise funds from other funding authorities or organisation or by running fund raising events.
 - Community benefits, including the number of residents benefiting from the grant.
 - Viability of the scheme.
 - Applicant's financial status
 - Previously awarded grant funds.

Notification

The Clerk will notify the applicant of the Committee's decision in a timely manner, and at least within 7 working days of the meeting. The letter will explain the process and documentation required for claiming the funds and the expiry date for the awarded grant.

Payment of grants will only be made against production of an original invoice or invoices made out to the recipient organisation, for goods or services provided in connection with the specified grant application. In some circumstances the amount claimed may be less than the awarded grant if costs come in below the anticipated figures. Payments of sums above the grant award are not permitted.

Grant Validity

The Grant will automatically lapse if not taken up within six [6] months of the date of the committee meeting at which the application was approved. If not drawn down within the six month period, the grant funds are no longer available and the applicant organisation would be required to submit a further grant application for consideration by the Grants Committee. If the applicant organisation believes there to be exceptional circumstances preventing the funds being drawn within the six month period, the Clerk and Chairman of the Grants Committee have delegated authority to extend this period.

As a courtesy, a reminder letter/email will be sent to the applicant organisation one [1] month prior to the expiry of the grant award as a reminder that the funds have not yet been claimed.

Revenue Grants Process

Annual Revenue Grants, as their name indicates, are for revenue purposes and are generally awarded only to organisations that provide a significant service to the community.

Examples of organisations currently receiving Revenue Grants are:

- Citizens' Advice Bureau [in support of running costs of the Haslemere CAB]
- HOPPA bus service [community transport service]

Application

Annual Revenue Grants must be applied for annually and relate to organisations that Haslemere Town Council is keen to support and whose contribution to the community is widely recognised. Applications supported by the necessary financial documents must be submitted by 31st August for a grant to be considered for inclusion in the following financial year's budget at September Council.

The exception to the annual application process is the Citizens' Advice Bureau [CAB] which applies every three [3] years.

Consideration/Approval

Consideration of the revenue budget is made by Full Council during the budget process which commences in September and is finalised in January for the next financial year [April-Mar].

Notification of Grant Award

Once Annual Revenue grants have been considered and approved by Council and included in the budget, as soon as the new financial year commences, the Town Council communicates by writing/email to the recipient organisation that they have been awarded a grant, the process and documentation required for claiming the funds and the expiry date for the awarded grant.

Payment

Annual Revenue Grant recipients are entitled to claim the full amount of the awarded grant at any time during the financial year for which the grant is awarded, subject to supplying a copy of their latest audited accounts or accounts approved by an independent accountant.

Grant Validity

An Annual Revenue Grant will automatically lapse if not taken up within the financial year for which the grant was budgeted/awarded. Under no circumstances can an Annual Revenue Grant be carried forward into another financial year without a special resolution by Council.

As a courtesy, a reminder letter/email will be sent to the applicant organisation one [1] month before the expiry of the grant as a reminder that the grant has not yet been claimed.