

3 September 2019

## COMMUNITY & CAR BOOT GRANTS SCHEMES

Report of the Town Clerk

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### **1.0 PURPOSE OF REPORT**

- 1.1 The Sub Committee is asked to consider and agree any changes to the existing arrangements for the two smaller grants schemes now administered by the Town Council.

### **2.0 BACKGROUND**

- 2.1 The Town Council operates two smaller grants schemes. One is its community grants scheme; the application form and guidance are shown at Appendix 1.
- 2.2 The second is the West Bay Car Boot Sale grants scheme, which distributes funding raised from pitch fees to organisations across the local area. The Town Council assumed responsibility for this scheme from the then West Dorset District Council in July 2018, and has yet to open the fund for applications. The arrangements for the former West Dorset scheme are shown at Appendix 2.
- 2.3 At the last meeting of the Sub Committee, members resolved that a review of these schemes be discussed at the next meeting. Key issues for consideration are:
- The timing of the schemes each year.
  - The 'catchment area' for applications to the Car Boot Scheme.
  - How far the schemes should seek to support Town Council policy aims, e.g. Climate Emergency.
  - Promotion of the schemes and the need to avoid confusion between the two.
  - The operation of both schemes as time-limited processes each year.

### **3.0 RECOMMENDATION**

- 3.1 That members review the schemes and agree any changes.

27 August 2019

Will Austin  
Town Clerk

## **BRIDPORT TOWN COUNCIL – ANNUAL GRANTS 2019/2020**

### Introduction

This is the application form for the annual grants awarded to qualifying organisations by Bridport Town Council. Grants can be allocated for specific projects undertaken by organisations that benefit the residents of Bridport. Preference is normally given to organisations that have raised part of the funding themselves and organisations that benefit a wide group of people in Bridport.

Please note:-

- All applicable sections of the form should be completed in full rather than cross referencing to another supporting document.
- Applications should be received by the Town Clerk, Bridport Town Council, Mountfield, Bridport, Dorset, DT6 3JP, by no later than 5.00pm on 19 August 2019.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.
- You will be notified of the decision on your application by 30 September 2019.

1	Name and address of the body requesting a grant:			
2	Contact person:-			
3	Telephone			
4	Email Address			
5	Type of organisation (please tick) (Please enclose a copy of your relevant management document e.g. constitution, articles of association or similar which states your aims/structure etc).	Charity		Charity No.:
		Trust		
		Private		
		Other (please state)		
6	Please give details of the project for which grant assistance is being requested:			
7	How will residents of Bridport benefit from the award of this grant?	In general terms:		
	How many people benefit?		How many times a year does this number benefit?	
8	How much grant is requested (rounded to nearest £50)		Amount your volunteers or staff raised for the project?	
9	Please specify the date(s) when			

	the grant money will be spent.				
10	Please indicate phasing if this applies:				
11	What is the total amount needed for this project (answer only if amount is greater than this application)?				
12	Please give details of other assistance you are seeking (and from whom) for this project/activity (where appropriate, the Town Council would ideally like to see that some other funding has been approved)		Organisation	Amount	Approved (Y/N)
		a			
		b			
		c			
		d			
13	Summary of estimated project costs:	Any further cost information?			
a	Total amount from bodies 12(a) to (d) above:				
b	Amount requested from Bridport Town Council:				
c	Your own Fundraising:				
d	Total				
14	Supporting information is specifically required for a grant to be considered, even if the latest figures are not yet audited.	Tick if enclosed	Add any comments regarding 14(a) to (d)		
a	Last two years income and expenditure statements:				
b	Latest Balance Sheet:				
c	Latest Bank Statement:				
d	Other items:				
15	Please print your name:				
16	Position:				
17	Signature:		Date:		

If there is insufficient space in any box on this form, please complete details on a separate sheet, including a note of the box number on the form to which the extra information refers.

#### GRANTS CRITERIA FOR SMALLER ORGANISATIONS

Save in exceptional circumstances, the criteria for awarding grants are as follows:

Criteria 1. Each request for financial assistance should normally be for a specific project, and will be treated on its merits, taking into account how closely it meets this general criteria. Normally a grant in the region of £500 will be considered which is in line with many other local councils. Larger grants may be considered but need to be a special case and thus may be awarded only in exceptional circumstances.

Criteria 2. Organisations that have not taken care to neither complete the application form properly nor have prepared a sound justification should be notified that more information is needed, but if not forthcoming should not normally be considered for a grant. Unless the applicant is a new 'start up' organisation in its first year of activity, a grant should not be given without seeing an applicant's bank statement and accounts information.

Criteria 3. Charities, voluntary bodies, trusts and similar organisations will be favoured, whereas private organisations and individuals should normally not be considered. Where an organiser or other associates of a body (not governed by Charity/Trust law) takes a fee which supplements their income, or where a grant may be used to provide an asset that may in the future be realised by an individual or plc., grants should not be considered.

Criteria 4. Preference should be given to organisations based in Bridport. Organisations based outside Bridport will be considered only if it benefits the people of Bridport and if there is no similar Bridport based organisation involved in the same general activity.

Criteria 5. Grants should normally only be considered where the organisations' volunteers and members can demonstrate that they have made an effort to raise part of the sum required.

Criteria 6. Preference in terms of the amount of a grant to be awarded would normally be given to organisations that benefit larger numbers of Bridport people, pro-rata over the course of a whole year. Nonetheless, this should not preclude lesser amounts being considered for smaller qualifying organisations that deal with fewer Bridport people.

Criteria 7. Preference should normally be given to bodies that are not funded by the principal authorities i.e. West Dorset District Council and Dorset County Council.

Please note that grants are awarded subject to the following conditions set out overleaf.

## CONDITIONS

All grants are awarded subject to the following conditions:

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. Prior approval of the Council is required if any change of purpose of the grant is required.
2. The applicant organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
3. If the applicant organisation disbands for any reason during the period of the grant, the Council may ask for all or part of the monies to be paid back.
4. Recipients of all grants are asked to make a short report on the use of the grant within 12 months of the grant being awarded. The Town Council will contact organisations regarding the timing of the report.
5. Appropriate acknowledgement of the financial support received from the Council may be required on documentation and relevant promotional literature.
6. The primary purpose of the grant must be to benefit Bridport residents.

The Town Council may apply additional conditions in individual cases.



## **Guidance for applying to Bridport Area Car Boot Fund**

West Dorset District Council collects income from the West Bay car boot sale and makes this money available to community and voluntary organisations whose work benefits people living in the Bridport area. The proceeds are distributed annually.

Please read these guidance notes carefully before completing the application form. Where possible, please make your application electronically.

### **Distribution of grants:**

- Grants will range from £100 to £3000.
- Grants can be used to support running costs and equipment.
- Grants should be spent within the financial year they are offered.

### **To be eligible for funding, applicants must:**

- Undertake that the monies will be used to benefit projects operating within or supporting residents living within the eligible parishes (eligible parishes are listed overleaf).
- Be a voluntary, non-profit-making group or charity operated with no undue restriction on membership.
- Demonstrate good management, be constituted, have written policies, hold regular management committee meetings and be able to provide up to date accounts.
- Have an appropriate safeguarding policy - if you are working with children and young people or vulnerable adults.
- Demonstrate a need for their project that will result in a community benefit.
- Be based or work in the Bridport area (eligible parishes are listed overleaf)

### **Examples of what we can fund:**

- Running costs e.g. office costs, insurance
- Costs associated with out-of-pocket expenses for volunteers i.e. travel
- Capital expenditure such as equipment, improvements to buildings.
- Contribution to setting up a new community activity or event.
- Regular annual events – can apply but may not be a priority.

### **What can't we fund?**

- Ongoing staff costs (including salaries of permanent or fixed term staff).
- Any expenditure for item or service that has already been ordered or paid for.
- Anything that has already been funded by a different source.
- Items or services that only benefit an individual.
- Loan repayments, topping up of accounts or transferring money to another group.
- Activities or services that schools have a statutory responsibility to provide e.g. curriculum based activities or any activity taking place during curriculum time. Projects submitted by PTAs/Friends of Schools must take place before or after school, during lunchtime or in the holidays.
- Fundraising activities for your organisation or others.
- Used vehicles/routine repairs and maintenance.
- Parish and town councils.

### Application process:

- Complete the application form in full and make sure that all the requested information is included. This should be returned to the address shown below.
- Applications should be submitted by **Monday 30 April 2018**.
- Your application will be considered by a panel of district councillors and you will be notified of the decision before the end of **July 2018**.

### Funding Procedure

- Funding may be awarded in full, in part or not at all at the discretion of the panel.
- Once the funding is approved and we have received your signed acceptance form, you will normally receive payment within 4 weeks by a BACs payment.
- We may offer a grant in principle, which will be released only when all other funding to start the project has been secured.
- You will need to send us invoices /receipts relating to the funding and complete a report form to say how the money has been used. If you are unable to complete this we may ask for the money back.
- You must spend the money as stated in your application and return any unspent funds.
- You must tell us if you change the project as described in your application.

### Enclose the following information with this application.

- A copy of your recent accounts.
- Quotations for capital items over £500
- A copy of your constitution or governing document
- Child or vulnerable adult safeguarding policy if relevant
- A copy of your equal opportunities policy

### Groups and Projects are only eligible if they are based in, and benefit the communities in the following parishes:

Allington	Askerswell	Bettiscombe
Bothenhampton	Bradpole	Bridport
Burton Bradstock	Catherston Leweston	Charmouth
Chideock	Chilcombe	Loders
Marshwood	Netherbury	North Poorton
Pilsdon	Powerstock	Puncknowle
Shipton Gorge	Stanton St Gabriel	Stoke Abbott
Swyre	Symondsburry	Whitchurch Canonorum
Wootton Fitzpaine		

### For more information or support please contact:

**Community Planning & Development Team on 01305 838126 / 01305 252358**

#### DATA PROTECTION ACT 1998

West Dorset District Council (the Data Controller) will use and manage the personal information supplied on this form for the purposes of keeping you informed about progress with your application, and, if successful, monitoring the outcome. All personal data about you is treated in confidence and will not be disclosed to any third party outside of the council unless you are successful with your application in which case your details could be published in the press and on the council's web site. The above Act gives you the right to see your personal information that we hold about you. For further details contact the council's Corporate Data Protection Officer, South Walks House, South Walks Road, Dorchester, Dorset, DT1 1UZ

#### FREEDOM OF INFORMATION ACT 2000

As stated in Section E.2 the details of this application will be available for public inspection. If you are unsure about what this means please discuss your concerns with West Dorset District Council first



Application Form for

Please read the guidance notes before completing this form

1. Your contact details

Name of your organisation/charity .....

Contact Name.....

Phone Number..... Mobile.....

Contact email.....

Address of your organisation/main contact (please delete as appropriate)

.....

.....

..... Postcode.....

Charity Registration Number (if applicable).....

Company Number (if applicable).....

2. Main aims of your organisation

Please describe the main aims of your organisation

3. Your project

Please tell us about the project/activity you are asking for funding for (continue on a separate sheet if needed)



**What is the need for your project and how will it benefit people living in the eligible parishes?**  
 (Continue on a separate sheet if needed)

**4. The costs for your project**

How much grant aid are you requesting? £.....

How will you spend the money you are applying for?

Item	Amount
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL</b>	<b>£</b>

If your project costs more than the amount you are applying for, please tell us the total project cost

<b>Total Project Cost</b>	£
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Please list other sources of funds you may have for this project or other grants you are applying for – this can include reserves and your own fundraising.

Name of Funding Source	Contribution
	£
	£
	£
	£
	£

**Declaration**

We hereby make an application for a share of the monies raised at the West Bay car boot sales. We declare that the information given in this application is true and complete in every respect.

(16) Signature of Applicant \_\_\_\_\_ Date .....

(17) Position Held .....

(18) For and on behalf of .....

**Checklist (please tick the appropriate boxes)**

**Have you submitted the following?**

A copy of your most recent accounts

Quotations if applying for pieces of equipment costing more than £500

A copy of your constitution/ terms of reference/ set of rules   
(If this has been previously submitted and has not been altered in the last **two years** you do not need to resend this but please tick this box to confirm this)

Safeguarding policy if working with children or vulnerable adults   
(If this has been previously submitted and has not been altered last **two years** you do not need to resend this but please tick this box to confirm this)

A copy of your equal opportunities policy   
(If this has been previously submitted and has not been altered last **two years** you do not need to resend this but please tick this box to confirm this)

**These should be submitted electronically where possible**

Please return this application before **Monday 30 April 2018** to Community & Planning Development, West Dorset District Council, South Walks House, South Walks, Dorchester, Dorset, DT1 1UZ or e-mail your application to [communityplanning@dorset.gov.uk](mailto:communityplanning@dorset.gov.uk)