



## GRANT POLICY

### 1. Introduction

- 1.1 Diss Town Council recognises the immense value of voluntary and community activity and its contribution to local residents' wellbeing, the council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents and/or to deliver projects that will make a difference to the people living in Diss.
- 1.2 Diss Town Council will allocate during the budgeting process an amount for the Community Grant Scheme for the next financial year. This scheme is used to promote a vibrant and active community in Diss.
- 1.3 Diss Town Council has the authority to make grants under the statutory power of Section 137 of the Local Government Act 1972. Each year, Diss Town Council makes provision in its annual budget for grants to help voluntary bodies, local organisations in the town or on the outskirts if the project will enhance the lives of the residents of Diss. It is therefore imperative that all questions on the application form are answered as fully as possible and that the application includes any information and documents requested by the Town Council.
- 1.4 The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure the finite resources are distributed fairly.
- 1.5 Applications for grants will be considered by Full Council.
- 1.6 Grants must be formally applied for using the Diss Town Council Grant Application form together with all supporting documentation as requested in that form. **The Town Council particularly welcomes applications from organisations that can provide evidence of match funding.**

### 2. What is the Diss Town Council Community Grant Scheme?

- 2.1 The Council's Community Grant Scheme aims to support voluntary and not-for-profit organisations as well as community groups to deliver projects that will make a difference to the inhabitants of the Town of Diss.

### 3. Funding Opportunities

- 3.1 ***DISTINCTION & HERITAGE*** – The Council will fund projects that encourage people to take pride in the Diss community, add to or improve existing facilities or make better use of under-used town council facilities (such as the DYCC or sports ground). Projects that clearly set out the history and/or culture of this community which the Council celebrate are more likely to be successful. For example - community walks or notice boards celebrating the history or the cultural heritage of a community.

3.2 **PARTNERSHIP & SYNERGY** - Projects that support the Council's approach to early intervention, by providing services so that people can live full, independent and positive lives and be freely available to all sections of the community and/or provide a service or facility not currently provided elsewhere in Diss. For example – groups that work with older people to prevent social isolation and loneliness, are likely to be more successful under this heading.

3.3 **COMMUNITY & PEOPLE** - Projects that advance good community relationships between people and that benefit the residents of Diss as a whole. Projects engaging with a specific category of residents of Diss, particularly people who are vulnerable, disadvantaged or with protected characteristics are more likely to be successful principally if the application can provide evidence of how people are coming together to improve relationships between people and communities. For example - a sports or arts club encouraging the participation of minority ethnic people, or a community group organising an event or activity that is specifically targeted at reducing the impact of discrimination and disadvantage.

#### 4. Categories of Grant

4.1 **PROJECT GRANTS:** These grants are of a one-off nature, such as the purchase of equipment or services to provide or improve a facility or activity for the residents of Diss, or community-based projects that can usually be completed within one year.

4.2 **DEVELOPMENT GRANTS:** These grants also last one financial year and are to support the development of successful projects with a proven track record of impact, that are looking to expand their reach within the community and/or expand the remit of the original project.

4.3 With either type of grant, evidence will be required at the end of the project or at the end of the financial year that the grant was awarded (whichever comes first): of exactly how the grant was used. A detailed breakdown of what the money was spent on, the measured achievement of set targets and the resultant impact, alongside a short report to be presented at the Annual Town Meeting at the beginning of March.

#### 5. Guidance Notes:

(a) ~~Only one application can be accepted per financial year.~~

(b) Applications can be received any time up to 30<sup>th</sup> September

(c) The organisation/group must be operating in Diss, or if just outside the boundary, its work should be of significant benefit to the Town and its inhabitants.

(d) Grants cannot be made retrospectively.

(e) Applications will only be accepted from charitable, non-profit making organisations and community groups.

(f) Applications cannot be considered from "upward funders", i.e. local groups whose fund-raising is sent to a central headquarters for redistribution.

(g) Applications will not be considered from national or political organisations or local groups with access to funds from national their "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specific project.

(h) Organisations are required to provide progress reports.

(i) Where deemed necessary, the Town Council may request site visits and meetings with the applicants to discuss the viability of the proposed project.

- (j) The Council requires the recipient to provide a written report of how the money has been used. The report must be provided to the council by the end of February following the grant being made available. It may take the form of an annual report or set of accounts, which clearly identify the manner of spending.
- (k) Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material.
- (l) Ongoing commitments to awarded grants will not be made. A fresh application will be required each year.
- (a) The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
- (b) A copy of the organisations latest bank statement is required to be included with the application and it will be into this account that the grant will be paid and not an individual account.
- (c) An assessment of the viability and robustness of the application

## 6. What Diss Town Council Community Grant Scheme will not fund

- (a) Any political or religious activities
- (b) Health, education or welfare organisations whose services should be provided by statutory funding
- (c) Payment to individuals including support for fundraising events
- (d) Any goods or services that you buy or order before we confirm our grant
- (e) Activities or projects from which Diss Town Council funding has been withdrawn or to replace a shortfall in a Council budget or to meet increase in charges for Council facilities
- (f) Routine maintenance or repairs
- (g) Routine running cost (salaries / electricity / rates / rent / insurance / etc)
- ~~(h) More than one application per group, in the financial year (April – March)~~
- (i) Private individuals or businesses
- (j) Commercial enterprises set up to generate profit
- (k) Those supporting party political issues or supporting or opposing a political party
- (l) Health, education or welfare organisations whose services should be provided by statutory funding
- (m) Electronic devices

**Diss Town Council has the General Power of Competence and therefore the statutory power to award grants.**

Grant applications will be assessed on the following criteria, which are in no priority order –

- The benefit to all or part of the parish of Diss
- The benefit to all or some of the residents of Diss
- What proportion of the residents will benefit from the grant
- The assessment of the viability and robustness of the application
- The availability of town council funds for grants

The town council reserves the right to reject applications or to reduce the award made. The town council wish to encourage applications from a wide range of different organisations and as such, will not guarantee the awarding of a grant to a single organisation on an annual basis.

Grants will not be considered if the applicant has any money overdue to the town council.

The town council reserves the right to request copies of the organisation's audited accounts, or in the case of a charity, their annual return. A copy of the organisations latest bank statement is required to be included with the application and it will be into this account that the grant will be paid and not an individual account.

Grant applicants if they wish, can address the meeting at which their grant is considered. The Grant Panel will include the Chair and/or Vice-chair of the Executive Committee For further details please contact the Town Clerk.

If awarded a grant, it will be expected that the funding will be described as coming from the town council in all public communications, such as websites, press releases and newsletters.

### **Conditions**

1. Applications will not be considered from individuals.
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.
3. Applications will not be considered from private organisations operated as a business to make profit or surplus.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. The organisation must have clearly stated aims and objectives.
6. The organisation must provide or propose to provide an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.
7. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation, a similar written document.
8. Diss Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
9. Grants will not be awarded on a retrospective basis but only on future funding requirements.
10. Organisations that receive a grant are required to acknowledge the contribution from Diss Town Council on publicity and printed material.



### **DISS TOWN COUNCIL GRANT APPLICATION FORM**

**Please continue on a separate page if required or contact the Clerk for a word document version**

**Your organisations name and address**

This should be as provided in your constitution or set of rules

**Main contact and telephone number**

This must be someone who we can contact to talk about this application

**Contacts position in the organisation**

e.g. Secretary, Treasurer

**Address for correspondence if different from above**

**Please confirm the type of organisation (i.e. Charity, unincorporated association etc). If your organisation is a registered charity, please give a registration number**

**What are the main activities of your organisation?**

**Please give the reason as to why your organisation has applied for money from the town council and**

**details of how the money will be used. If it is for a specific project, please provide an intended timetable and outcome for the project.**

**Please explain how the provision of money to your organisation will be of benefit to the community of Diss**

**Please indicate what your organisation has done to obtain funding from other sources**  
Include completed applications from other bodies, sponsorship from local businesses etc

**Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project**

**Tell us how much money you need IN TOTAL for your project and give a break down of what the money is for.**

Where possible, please include at least two estimates for work or equipment

Item or activity	Cost
Total	

**How much are you requesting from the town council?**

£

**Please include with this application:**

1. Any supporting evidence needed for the project
2. Evidence of secured funding or applications for other funding
3. Estimates or quotes for work / equipment where appropriate
4. A copy of your organisations latest bank statement
5. A copy of your constitution/similar document

### **Declaration**

I confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If this application is successful, the grant will only be used for the purposes specified in this application and in the grant award letter.

Signed

Dated

Position (if applicable)

**Please return the completed form to the Town Clerk.**

Received on xxxxxxx