

Diss Town Council 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.

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 30th 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.

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

- (a) Any political or religious activities
- (b) Electronic devices
- (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) Applications from schools
- (i) More than one application per group, in the financial year (April – March)
- (j) Private individuals or businesses