



## **Shifnal Town Council**

### **GRANT FUNDING POLICY**

#### **Introduction**

Shifnal Town Council has powers to award grants to local organisations to support activities in the local area.

Annually, Shifnal Town Council allocates funds to be made available as grants via its budget setting activity (this activity is normally complete by the end of January each year). Applications for grant funding are considered at the third Thursday Council meeting in April and October each year. If there are remaining unspent budgets following the October awards a decision may be made to accept further applications to the end of the financial year or until the budget line is fully spent.

Shifnal Town Council's grant funding policy aims to:-

- Enable local people to participate in voluntary groups and organisations;
- Help Shifnal's voluntary groups and organisation to improve their effectiveness;
- Support organisations which meet the needs of people experiencing social and economic difficulties;
- Ensure that there is equality of access and opportunity for all Shifnal residents to the services it provides and funds;
- Enable the local community to be involved with and participate in, local sports clubs and organisations.

Organisations who feel that their funding bid may not fulfil all or some of the requirements of this grant funding policy or encounter any difficulties in completing their application may contact the Council offices for further advice. Please note the Council will still reserve the right to decline any application.

#### **Who can apply?**

To be eligible for funding, a local organisation should:-

- Meet at least one of Shifnal Town Council's Grant Funding Policy aims;
- Have a set of rules or constitution which clearly defines the aims, objectives and operational procedures which sit at the heart of the activity of the group;
- Be established for charitable, social, recreational, benevolent or cultural purposes;
- Provide the latest annual accounts for the group and/or most recent bank statements (please note that the accounts are to be checked and signed off by a person independent of the group);
- Have, in its own name, a bank account operated by a minimum of at least two signatories;
- Have relevant insurance cover, if appropriate;
- Applications from schools, religious groups etc, will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs;

- Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.

### **Application process**

Grant applications will only be considered if submitted on a Grant Application form with all of the supporting documentation. See the page 3 of this guidance for advice on how to access an application form.

Deadlines for grant application is the last Friday in March or last Friday in September. If deadlines are missed, the application will not be considered. Applications post October (if applicable) should be submitted by the Thursday before a scheduled ordinary Full Council meeting.

Initially, all applications will be pre-screened by a panel comprising of two members of the Internal Audit Advisory Committee and the Town Clerk. The final decision in awarding the grants will be decided by the Full Council.

Where a serving Councillor is also a member of a group/organisation applying for funding, the Councillor must declare an interest in the matter and refrain from voting.

### **Shifnal Town Council is unable to fund:-**

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances);
- Salary or routine administration costs;
- No routine revenue expenditure will be funded (exceptions can be considered for small community start up activity and/or minimal running costs);
- Individuals;
- Hospitality;
- Commercial projects or activities which generate a profit;
- Projects with party political links;
- Projects which discriminate against the person ie race, religion, sexual orientation;
- Services which should be provided by statutory funding;
- Retrospective projects or activities;
- Local branches that could be funded by their main organisation;
- For buildings, activities or projects which are uninsured.

### **Funding Criteria**

- Meeting an identified community need;
- Viability of the project or activity;
- Majority of those who would benefit from the project or activity should be residents of Shifnal (the application should contain clear evidence that local people support the project or activity and are involved in it at a local level);
- The membership or service provided by the organisation/group seeking funding must be open to anyone;
- An indication of match-funding towards the costs of schemes is encouraged. Organisations should not plan to be reliant on future grant aid funding.

Applications from organisations with substantial resources will not be considered a priority for funding.

## Notes

The organisation will undertake to provide Shifnal Town Council with evidence that the grant has provided benefit for the funding awarded in the form of a brief report, within 6 months of receiving the grant.

All grants are awarded on the condition that they can be used for the purpose for which they were intended and completed within six months of the award. Shifnal 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.

Organisations receiving grants must show in their financial accounts and promotional material that grant funding was received from Shifnal Town Council. An application for use of the Shifnal Town Council logo will be considered for promotional material, to be made to the Town Clerk following the award of funding.

In the case of grants awarded for projects where additional grant funding is being sought to enable the project to move forward, the funds approved will be held until the end of the financial year in which they were awarded, unless agreed otherwise by the Council when approving the grant. If the funds continue to be required, a further application (marked 'grant renewal application') must be submitted in order for the monies to be released.

Organisations seeking funds for buildings or the maintenance of public assets, must be able to demonstrate security of tenure (if buildings) and/or ownership (if assets).

Organisations applying for grant funding for complex or large projects may be invited to attend the Council meeting where decisions about their application will be made, and may be invited to answer questions about their application.

Grants will be awarded at the discretion of the Council and will be dependent on the financial position of the organisation at the time the application is made.

Incomplete forms or failure to produce additional information will result in your application not being considered for grant funding.

Organisations that have been awarded grant funding will receive notification within the month the grant funding application is considered by the Council.

The Council reserves the right to decline an application and any reasons for its decision would be considered confidential.

### **An Application Form is available from:-**

In writing from: Shifnal Town Council,  
Shifnal Community Hub  
Tudor Way  
Shifnal.  
TF11 8DJ

Email: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)

Telephone: 01952 461420

Council's website:- [www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)  
or utilising the following link <https://www.shifnaltowncouncil.gov.uk/STC/grants.asp>