



## Larger Community Grants Scheme

### Frequently Asked Questions

#### What is a grant?

A Grant is any payment made by the council to be used by an organisation to enhance the life or community of the town for a specific purpose which is not directly controlled or administered by the Council.

#### How much can I apply for?

Any amount over £1000. For grant requests below this amount, you should apply through the Small Grants Scheme. From 1 April 2018 there is no upper limit on the amount of grant that may be applied for. Applicants should note, however, that the Council sets an annual budget in October for all grant applications expected in the forthcoming financial year. Therefore, the decision for approving grants will be taken at the first meeting of the new financial year (annually in April) and the amount granted to each applicant by the Town Council remains entirely at their discretion.

#### What is the deadline for applying?

Ideally, if you have already planned your project, you should apply by 31<sup>st</sup> October in any given year, so the Council can factor in any award consideration into their budget. The Council's financial year runs from 1 April to 31 March. Any award would then be made the following April. However, should that not be possible, the Council can consider applications made within the financial year.

#### Which organisations can apply for a Community Grant?

Basically, any organisation that is not-for-profit. This includes charities, social enterprises, voluntary organisations, companies limited by guarantee and CICs.

A company limited by guarantee does not have any shares or shareholders but is owned by guarantors who agree to pay a set amount of money towards company debts. Furthermore, there will generally be no profits distributed to the guarantors as they will instead be re-invested to help promote the non-profit objectives of the company. If any profits are distributed to the owners, then the company will forfeit its right to apply for a charitable status.

A community interest company (CIC) is a type of company introduced by the United Kingdom government in 2005 under the Companies (Audit, Investigations and Community Enterprise) Act 2004, designed for social enterprises that want to use their profits and assets for the public good.

#### What will you fund?

We can fund:

Capital costs such as:

- Building improvements (except to religious buildings)
- General equipment
- Recreation facilities



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- IT equipment
- Sports equipment
- Disabled facilities
- Energy efficiency measures
- Repairs to heritage assets

Revenue costs such as:

- Salaries
- Rent
- Training fees
- Professional fees such as architect fees
- Event costs
- General repairs and supplies

### What can't you fund?

We cannot fund:

- Anything unlawful or illegal
- Anything contrary to Council Policy
- Recoverable VAT
- Bank, finance or audit charges and repayment of loans or interest costs
- Retrospective costs (i.e. costs incurred before the date of the grant confirmation letter) except for community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is demonstrable requirement for this
- General appeals for funds and fundraising initiatives
- Statutory obligations/activities
- Contingency costs
- Hospitality (catering/refreshment costs)
- Projects that specifically benefit an individual and do not have a wider community benefit
- Projects where permissions are not yet in place (e.g. planning permission, land/building owner permission)
- Projects that directly or indirectly place additional service delivery requirements on the Council (e.g. new dog bins)
- Projects based outside Axminster parish
- Projects that do not have a clear and demonstrable benefit to the community
- Projects that promote or support a particular political view
- Projects that directly promote a religious belief or repairs/modifications to a religious building
- Projects where the grant (items/activities purchased with the grant) will be donated/transferred to another organisation
- Lobbying activities
- The same project twice in the same financial year, even if that project was funded under the Small Grants Scheme.



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### How do I apply?

A printed Application Pack is available from The Guildhall, West Street, Axminster. It can also be downloaded at the Axminster Town Council website via [www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk) on the Financial Information page.

Applicants must complete the application form and this must be submitted with the relevant supporting documentation to The Town Clerk, Axminster Town Council, The Guildhall, West Street, Axminster, Devon EX13 5NX, or via email [clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk).

### **We are an informal group wishing to deliver a community project and don't have a governing document and/or bank account. How can we benefit from this scheme?**

There are a couple of ways in which you could benefit from the scheme. Firstly, you could decide to formalise the group by adopting a governing document and opening a bank account in the group's name with two signatories required to withdraw funds.

Alternatively, we will allow another eligible group to act as an accountable body for the grant. In this case the accountable body must complete and submit the grant application as it becomes legally accountable for the grant. You will therefore need to discuss your project with the accountable body to gain their support and work with them to complete the application form and delivery the project. Please note we will not accept applications from informal groups.

### **What if our project is delayed and we cannot complete it within the 12-month timetable?**

You should inform the Council as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go quite to plan and often are delayed by factors outside your control 'project extensions' are usually granted. However, if the project has not been started and is seriously behind schedule because of mismanagement or negligence on your behalf we may request that the grant funds are repaid.

### **Can I apply for a second Community Grant for the same project?**

No, you can only receive one grant each financial year for the same project. Our financial year runs from 1 April to 31 March. If the project extends beyond a year, you should include this information in your initial application, in which case, any grant awarded may be paid in equal sums over the duration of the project.

### **We need support in developing our project and/or organisation before we apply for grant funds, who can help?**

Devon Voluntary Action (DeVA) can give you advice to get started. Call them on 0845 6099901 or email [support@devonva.org](mailto:support@devonva.org) They also have a useful information and guidance sheet, available at [http://www.devonva.org/UserFiles/File/We\\_Want\\_Help/Info\\_and\\_Guidance/Starting\\_a\\_Group\\_Full\\_Guide.pdf](http://www.devonva.org/UserFiles/File/We_Want_Help/Info_and_Guidance/Starting_a_Group_Full_Guide.pdf)



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### The Policy

#### Introduction

The Community Grants Scheme provides grant funding to community projects run by not for profit, voluntary and community organisations in Axminster. This guide provides details of what the Scheme can fund, who is eligible to apply, any restrictions, the application process, the general terms and conditions of funding and frequently asked questions. It is important that all applicants read this guide before making an application.

All applications must be made on the application form. It is important that each question is fully answered on the form. Failure to do so may result in your application being delayed or rejected. If you have any queries regarding this guide please contact:

[clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk)

Axminster Town Council retains the right to withdraw this grant scheme at any point.

To apply for a grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (e.g. Constitution, Trust Deed, Articles of Association etc). The governing document must include a 'dissolution' clause that guarantees any assets are kept for community benefit even if the group comes to an end or is 'dissolved'. The governing document must also have an open membership policy (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable).

The organisation must possess a UK based bank account registered in the name of the organisation and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals. Examples of eligible and ineligible organisations are listed in the Frequently Asked Questions section.

Applications must demonstrate that they support one of the following:

- Support community resilience in light of the COVID-19 pandemic
- Support our town centres to remain vital and viable as shopping habits change
- Adapt to meet the challenge of a changing natural environment
- Maximise healthy and active lives
- Create an environment that helps businesses to survive and grow
- Improve equality of opportunity across the parish

We can fund a wide range of items and examples of these can be found in our FAQ's section, as well as what we cannot fund. If you are unsure, or your particular item for funding is not listed, please contact the Town Clerk for further advice at:

[clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk)



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### The grant process

1. Upon receipt, applications will be considered at the next appropriate Buildings & Finance Committee meeting and recommendations made for the final decision at the following Full Council meeting.
2. If many grant applications are received, an extraordinary meeting of the Buildings & Finance Committee will be convened to determine grant applications.
3. Applicants have the right to make a brief presentation to Council to support their application.
4. Within 7 days of the Full Council meeting the Responsible Financial Officer will advise whether the grant application has been successful.
5. Any grant award will be payable before the project starts, unless the project extends beyond one financial year.
6. Awards must be made payable to the organisation's bank account. Payments will not be made to any individual.
7. Following completion of the project for which the Grant was awarded, the Town Council requires accounts which specifically itemise the grant and a short report on the outcome of the project.
8. Any cheque issued for a Grant must be cashed by the end of the Financial Year in which it is issued (i.e. 31 March); no grant award may be carried over to the next financial year.
9. Axminster 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.
10. Organisations that receive a Grant will be required to acknowledge Axminster Town Council's contribution on all promotional literature or other publicity media.

The general terms and conditions of Community Grant funding are detailed below:

1. No grant shall be used on expenditure made prior to the date of the grant confirmation letter with the exception of community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is a demonstrable requirement for this.
2. The project must complete within 12 months of receiving the grant funds. Any delays to the project must be notified to the Council.
3. You must use the grant exclusively for the project.
4. You must get our written permission before making any significant changes to the project.
5. You must advise the Council when your project is completed.
6. Should the project not progress the grant must be returned.
7. Should project costs be less than the grant awarded, the remainder of the grant must be returned.
8. Records must be kept of all expenditure (all invoices, receipts, and other relevant documents) relating to the project for three years and must be available for inspection at any reasonable time.



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9. You must provide us promptly with any information we request prior to or post grant award in relation to compliance with these terms and conditions and the criteria as detailed in the Community Grant Scheme Policy and FAQs.
10. You must provide us promptly with any information and reports we require about the project and its impact, both during and after the end of the project.
11. If it is proposed that any goods, equipment or land/buildings purchased or improved with Community Grant funding are to be disposed of within one year of the grant award, then written details of the proposed disposal should be sent to the Council at [clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk). Axminster Town Council has the right of return of all or part of the grant upon any such disposal.
12. The grant will not be increased if there is an over-spend on the project and you will be responsible for any excess sums required over the amount of the grant awarded.
13. You must comply with all relevant statutes, insurance and other laws and regulations relating to the project, the work you, your employees, staff or members of the public connected to you carry out or the goods you purchase.
14. You must ensure that the necessary permissions are in place for the project to proceed.
15. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the grant.
16. You must notify us as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body during the period of the grant.
17. The grant and related expenditure must be shown as a restricted fund in your organisation's annual accounts. Where you have more than one restricted fund, there must be a note to the accounts identifying each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
18. Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.
19. Details of the grant awarded will be published on the Council's website in line with the Government's transparency requirements.
20. You agree to us publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us (where this is in line with GDPR legislation). You will let us know when you provide the information if you do not have permission for us to use it in this way.



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21. Axminster Town Council must be acknowledged in any publicity associated with a Community Grant Scheme funded project and where using the Axminster Town Council crest, prior permission to use this must be requested from the Council.

22. The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.

23. Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or guidelines.

24. These terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 8, 19, 20 and 21 shall survive expiry of these terms and conditions.