



# **MACCLESFIELD TOWN COUNCIL**

## **GRANTS AND FUNDING POLICY**



## DOCUMENT VERSION CONTROL

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Macclesfield Town Council's community grants are available to projects or organisations which provide benefit to the local community.

### **How much funding can be applied for?**

Requests for grants of up to £250 must be applied for using the small grants application form. Priority is given to grant applications of £250 or less. The majority of grants offered will be around this amount.

When applying for a small grant, match funding is preferred but not essential.

Grants of above £250 can be applied for by completing the large grants application form. Grants between £1,000 and £2,000 will only be successful in exceptional circumstances, and where the project or event can demonstrate significant benefit to the community of Macclesfield.

All large grant applications must demonstrate match funding commitment.

### **Criteria for funding**

Grants are available for organisations/projects/events which can demonstrate a proposed benefit to the community of Macclesfield. Requests will only be considered from the following categories of applicant:

- A Macclesfield Town based charity
- An organisation serving the needs of the citizens of Macclesfield
- A Macclesfield based club/association/organisation serving a specific section of the community or the community as a whole

Applications will be considered based on the following:

- The ability to demonstrate how the activity or project will benefit the residents of Macclesfield
- Priority will be given to those projects which progress one or more of the Council's objectives



## What will not be funded?

- Staffing costs
- Projects or events which have already taken place
- Large grant applications which do not demonstrate match funding
- Projects or event which are not for the benefit of the community of Macclesfield

## Funding application terms and conditions

1. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
2. Grant forms will be scrutinised to ensure they meet the criteria set out in the Grants and Funding Policy, before being put forward for decision at the Finance Committee. Applications which do not meet the criteria will be rejected and returned.
3. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party-political activity.
4. The Council does not affiliate to any religious group; however, applications will be considered where there is a clear community wide benefit.
5. Request for grant aid will only be considered from the following categories of applicant:
  - A Macclesfield Town – based charity
  - An organisation serving the needs of the citizens of Macclesfield
  - Citizens of Macclesfield requesting grant aid with a project/event, which will be for the benefit of a wider group in Macclesfield.
  - A Macclesfield-based club/association/organisation serving a specific section of the community or the community as a whole.
6. Applications will only be considered when made on a formal application form.



7. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Macclesfield Town.
8. The Council will give priority to the projects/organisations which progress one or more of its corporate objectives.
9. The Council will normally require details of the structure and funding of the organisation, and may request copies of budget/accounts and business plans.
10. The Council will require details of any project which is the subject of the application, including standards to be attained, costs, timescales and how the remainder of the funding will be provided.
11. The Council will look more favourably upon and give priority to requests for grants of £250 or less.
12. Match funding for small community grants is preferred but not essential.
13. It is essential that large community grants demonstrate a match funding commitment.
14. Applicants will be required to state the amount of grant sought from the Council and provide details of other grants or awards applied for or gained, which must be disclosed in full.
15. Where projects cross financial years, the Council may "ring fence" an approved amount of grant. It will reserve the right to withdraw approval where a project does not look likely to go ahead within a 12 month period from the grant approval date.
16. Payment will not normally be made until a project has been completed. Payments will then only normally be made against a formal receipt or invoice. Stage payments may be approved for larger projects.
17. The Council will usually only consider requests for specific projects, not on-going or core costs. The exceptions to this will be "pump-priming" to help organisations get established or organisations which deliver a substantial part of the Council's priorities.
18. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance.



19. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The evaluation form must be returned to the Council within 4 weeks of the completion of the project
20. The Council will advertise its Grant Scheme widely to ensure an equitable distribution of resources.
21. The applicant will acknowledge the contribution made by the Council when arranging promotional activity or literature including press releases relating to the application.
22. The applicant acknowledges and agrees that all decisions made by the Council for such a grant request are solely a matter for and at the discretion of the Council. The applicant will provide to the Council all such assistance as is reasonably necessary to enable the Council to comply with its requirements under the Freedom of Information Action.
23. The Grant scheme provision for educational establishments in the town is capped at £10,000 total value for all applications per annum. Applications from education establishments should demonstrate innovation. Once the cap is reached no further grants will be issued in that financial year to educational establishments unless scrutinised and approved by Full Council.
24. The Grant scheme provision for religious establishments and primarily faith-based organisations in the town is capped at £10,000 total value for all applications per annum. Applications from such establishments should demonstrate innovation. Once the cap is reached, no further grants will be issued in that financial year to such establishments unless scrutinised and approved by Full Council.
25. Grant applications up to £2,000 are considered by the Finance Committee
26. Funding requests above £2,000 will fall outside of the grants application process and will need to be submitted for consideration by Full Council.