



# **Grant and Donation Policy**

**March 2017<sup>1</sup>**

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<sup>1</sup> Adopted by Council 21<sup>st</sup> March 2017



## Crewe Town Council Small Grants Scheme Guidance



Crewe Town Council wishes to make donations and allocate grants to fund projects that support organisations which are based within or which directly benefit the Town of Crewe and its residents.

Projects **MUST** support the aims of 'A Vision for Crewe – Crewe's Community Plan' which are:-

- Develop Civic Pride through activities which involve the community in arts, culture, heritage and leisure;
- Engage young people and help to address educational, recreational and training needs;
- Develop and improve 'green spaces' and the physical environment;
- Encourage events, activities and functions that will bring social and economic benefits to the Town;
- Assist the development of sustainable initiatives that will benefit Crewe in both the short and longer term;
- Support and improve the health and wellbeing of residents in Crewe;
- Enhance and enable the community for the benefit of all;

Before starting your Small Grants Scheme Application Form, Crewe Town Council highly recommends that you read the 'A Vision for Crewe – Crewe's Community Plan' document and the eligibility criteria detailed below as the information you provide will be considered against the following Action Plans contained within the document:-

- Arts, Culture, Heritage and Leisure
- Health and Wellbeing
- Housing and Environment
- Town Centre
- Young People

### Eligibility

When seeking funding from the Crewe Town Council Small Grants Scheme, organisations must take into account the criteria detailed below:-

#### **To qualify for a grant from Crewe Town Council, organisations MUST:-**

- Be a voluntary or community organisation, registered charity, charitable incorporated organisation, social enterprise, community interest company, community amateur sports club or a not-for-profit group which has a governing document and an active management group;
- Operate within the Crewe town boundary, provide value for money and that the proposed project will directly and positively benefit local residents within the Crewe Town Council area;
- Be able to provide proof of a bank or building society account in the organisations name which requires at least two signatures and, where possible, an audited set of accounts;
- Where projects involve children or young and vulnerable people, the organisation must have the appropriate safeguarding policies and procedures in place, copies of which must be supplied;
- Complete the application form in full clearly and provide all required information and documentation;
- Not have already received grant funding from the Town Council in this or the previous financial year or had an application rejected in the current financial year;

#### **Applications will NOT be considered for:-**

- Organisations which are not based within the Crewe town boundary unless they can significantly show that the project and the organisation will positively benefit the town and residents within the Crewe Town Council area;
- Projects which **DO NOT** involve, include or benefit residents within the Crewe town boundary;
- Applications from individuals as well as general appeals, sponsorship or general fundraising requests from organisations;
- Applications from national bodies without a local link, branch or association to Crewe, who are unable to demonstrate their effectiveness in the town of Crewe or benefit local residents;
- Activities which are mainly of a political or religious nature;
- Loan against loss or debt;
- Work which has already taken place or been started;

- General running costs such as utilities, insurance, broadband, etc. along with salaries and staffing costs;
- Organisations which have already received grant funding from Crewe Town Council in this or the previous financial year or had an application rejected in the current financial year;

## **General conditions to consider when applying for a grant**

- Applications must be completed in full. Incomplete application forms will be returned to the organisation which could incur a delay or deferral of your application until the next evaluation round;
- Applications will not be considered by the Grants Working Group until all supporting documentation and additional information requested is supplied. If this information is not received, the application will be deferred until the next evaluation round and may result in the application being declined. Failure to supply all the required documentation will result in the application being treated as incomplete;
- Organisations which have applied and received a grant from Crewe Town Council in the current or previous financial year will not generally be considered or where an application has been rejected;
- Applications for funding **OVER** £1,000 will generally not be considered;
- Funds awarded must only be used for the stated purpose and project outlined in the original application. If an organisation wishes to vary the project, or purpose, which the funds will be used for, they must formally write to the Town Council to seek approval. No further works should be carried out on the project until formal approval is granted. The Town Council reserves the right to request for all funds to be repaid should funds not be used for the stated purpose or project outlined in the original application;
- If an organisation is unable to spend the funds allocated, any unspent monies must be returned to the Town Council at the earliest opportunity;
- If an organisation is unable to fulfil the project to which funding has been allocated, an organisation must repay the grant funding in full immediately;
- Funds granted by Crewe Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, will not be considered;
- Awards cannot be made retrospectively. Therefore, any work which has started or taken place prior to acceptance of a grant offer, will not be eligible and funding and will not be given;
- In cases where a funded project turns a profit, the Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Small Grants Scheme unless the Small Grants Scheme Working Group is satisfied that the profit will be utilised to benefit the organisation positively and the community which it supports;
- A complete copy of an organisations latest accounts or at least three bank statements, governing documentation, equal opportunities policy and where applicable, safeguarding policy, must be supplied within seven days of an application being submitted. Where a new project is being launched, an appendix must be attached detailing anticipated costings and quotations;
- Following a successful application, an End of Grant Report must be submitted to the Town Council upon completion of the project. The report shall include, but not limited to, how many people the project has benefitted, how funds were used and what difference the project has made to the organisation and / or the local community;
- Organisations are requested to attend the Annual Crewe Town Meeting on Thursday 19<sup>th</sup> April 2018 to speak publically about the project which has received funding from the Crewe Town Council Small Grants Scheme;

## **The Application Process**

### **How to apply for funding from the Small Grants Scheme**

Crewe Town Council highly recommends that organisations read 'A Vision for Crewe – Crewe's Community Plan' prior to making their application. A copy of the Community Plan can be found [here](#) or by contacting the Community Engagement Officer by email, [communityplan@crewetowncouncil.gov.uk](mailto:communityplan@crewetowncouncil.gov.uk), or by calling 01270 756975 Option 1.

- Applications must be made in writing and only on Crewe Town Councils most current Small Grants Scheme Application Form. A copy can be downloaded [here](#) or a copy can be requested by email, [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk).
- Forms must be clear, legible and preferably submitted by email to [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk). If applications are not clear or legible, forms will be returned to the applicant upon receipt and will incur a delay in the application being considered;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal grant offer being made and accepted, renders the application ineligible and will be rejected upon receipt;
- If an organisation is unable to submit required documentation at the point of application, they have seven days to supply the information to Crewe Town Council;

Applications will be considered by the Small Grants Scheme Working Group quarterly. Therefore applications for the Crewe Town Council 2017 / 2018 Small Grants Scheme must be submitted before **Sundays 2<sup>nd</sup> July 2017, 24<sup>th</sup> September 2017, 26<sup>th</sup> November 2017 and 18<sup>th</sup> February 2018**

### **Once your application has been submitted and how your application will be considered**

Once received, your application will be checked and evaluated by a Crewe Town Council Officer and then the Small Grants Scheme Working Group. Crewe Town Council reserves the right to seek further clarification on any details contained within the application, to return applications if they are incomplete and to liaise with external parties to verify information contained within the application. Where possible and felt necessary, organisations will be asked to meet the Town Council to discuss their application in more detail before it is presented to the Small Grants Scheme Working Group. The Working Group will judge each application on its own individual merits and how each project best supports the aims of 'A Vision for Crewe – Crewe's Community Plan'. The Small Grants Scheme Working Group will then make their recommendations to the Community and Environment Committee.

Crewe Town Council has delegated powers to the Community and Environment Committee and the Small Grants Scheme Working Group to consider and make recommendations on allocations of grant funding and to make donations.

The Town Council strives to allocate grant funding and donations in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations.

It should also be noted that all Crewe Town Councillors are governed by a [Code of Conduct](#) and have an obligation to declare any personal and / or prejudicial interest where relevant when considering the allocation of funds.

### **If your application is successful**

- All applicants will be notified in writing within seven days following the decision made by the Community and Environment Committee;
- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before payment of funds is released;
- Funds will be passed on to organisations via a direct bank transfer and not by cash or cheque;
- Organisations will be required to complete an End of Grant Report highlighting how the project has benefitted and made a difference to both the organisation and the community and include details such as how the funds were spent;
- Copies of all receipts and invoices must be submitted no later than 30 days following completion of the project;
- Crewe Town Council will support each organisation to document and record a Case Study regarding how the grant funding has been to support the project. This Case Study will then be used for Crewe Town Council purposes to promote the Small Grants Scheme and its ongoing commitment in the community;

### **Assistance**

If you have any questions about applying to Crewe Town Council's Small Grants Scheme or would like some help to complete your application form, please contact:-

Hannah Marr, Community Engagement Officer

Address: Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

Email: [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)

Telephone: 01270 756975



# Crewe Town Council

## Small Grants Scheme Application Form



The information contained on this form will help us process your application. Guidelines on the Crewe Town Council Small Grants Scheme are available [here](#). We highly recommend that you read [‘A Vision for Crewe – Crewe’s Community Plan’](#) before completing your application.

### Contact Details

Name of Organisation:			
Address of Organisation:			
	Postcode:		
Name of Applicant:			
Position:			
Telephone Number:			
Email address:			
Facebook:		Twitter:	

### About your organisation

Type of organisation:	Charitable Organisation / Unregistered Community Group / Club / Society <small>*delete as appropriate</small> Other (please state): _____ Registered Number: _____ Do you have a constitution or governing document? Yes / No
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When did your organisation start?	
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What does your organisation do?	
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Who do you work with?		
Children under 16 <input type="checkbox"/>	Young people under 25 <input type="checkbox"/>	Older people over 55 <input type="checkbox"/>
People of minority ethnic origin <input type="checkbox"/>	Disabled people <input type="checkbox"/>	Women <input type="checkbox"/>
Other (please state)		

## Details of Grant Requested

What is your project called?

How will your project benefit the local community within the Crewe town boundary?

Why is this project needed?  
And how many people within the Crewe town boundary will benefit from the project?

How does this project meet the aims of 'A Vision for Crewe – Crewe's Community Plan'?

\*\* We highly recommend that you read the Vision for Crewe document before completing this section \*\*

## Project Costs and Finances

How much will your overall project cost?

What will funds from Crewe Town Council be used to pay for?

Item **	Total Costs	Requested from Crewe Town Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Grand Totals</b>	<b>£</b>	<b>£</b>

\*\* Where possible, please provide any quotes and estimates

Who else have you approached for funding for this project?

Please indicate if any of these contributions have been secured with a \*

Contribution requested from	Total

Have you previously applied grant funding from Crewe Town Council?

Yes

No

If Yes, when did you apply?

If you were successful, please briefly tell us about the project which was funded

## Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

<b>Signed:</b>	<b>Date:</b>
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## Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

Latest annual accounts <input type="checkbox"/>	Governing document <input type="checkbox"/>	Copy of a bank statement less than three months old <input type="checkbox"/>
Policy documents <input type="checkbox"/> (if applicable)	Copies of written estimates <input type="checkbox"/>	

Please send your completed application to:-

Hannah Marr  
Community Engagement Officer  
Small Grants Scheme  
Crewe Town Council  
1 Chantry Court  
Forge Street  
Crewe  
Cheshire  
CW1 2DL

Email: [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)

Tel: 01270 756975

**Please ensure you keep a copy of this application form for your records**



# Crewe Town Council Small Grants Scheme Grant Acceptance Form



**Project Name:**

**Organisation** has been awarded **£XXX.XX** grant funding from the Crewe Town Council Small Grants Scheme.

Before the Grant Funding can be released, you **MUST** to complete and return this Grant Acceptance Form on behalf of your organisation. Please read the Grant Acceptance Form carefully and seek clarification on anything you may be unsure of.

Once this Grant Acceptance Form has been completed and signed, please return it to:-  
Crewe Town Council Small Grants Scheme, 1 Chantry Court, Forge Street, Crewe CW1 2DL

Alternatively, you can email the completed and signed Grant Acceptance Form to [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk) provided that the form has been signed by hand and a scanned copy of the signed Grant Acceptance Form is emailed.

No grant funding will be released until this Grant Acceptance Form has been signed and returned to the above address, confirming your acceptance of the requirements set out in the Grant Acceptance Form on behalf of your organisation.

Awards are not made retrospectively therefore any work which has started prior to the completion of the Grant Agreement Form being received renders your grant award ineligible and payment of funding will not be released.

## Acceptance

On behalf of **Organisation**, I confirm that all the information provided by during the application process is true and accurate. **Organisation** agrees that the grant funding awarded will only be used for the purpose detailed in the initial application form dated **XX:XX:20XX**.

By accepting the grant funding, **Organisation** have made a commitment to acknowledge Crewe Town Council's support publicly. Where possible, all advertising, brochures, programmes, visual images and any other materials related to the project features the Crewe Town Council logo and the acknowledgement '*Supported using funds from Crewe Town Council*' or '*Supported by Crewe Town Council*'. All press releases, interviews and public statements should also feature a written or verbal acknowledgement of the Town Council's support using the words '*Supported using funds from Crewe Town Council*' or '*Supported by Crewe Town Council*'.

As part of accepting funding from the Crewe Town Council Small Grants Scheme, **Organisation** is aware that they will be required to attend the Annual Town Meeting on Thursday 19<sup>th</sup> April 2018 to speak publically about how funding from the Town Council has supported the project.

**Organisation** agrees to abide by the Crewe Town Council Small Grants Guidance.

**Signed:**

**Date:**

## Your Details

### Organisation Details

<b>Organisation Name:</b>	
<b>Contact Name:</b>	
<b>Position:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Facebook:</b>	
<b>Twitter:</b>	
<b>Type of Organisation:</b>	
<b>Registration Number:</b>	

### Bank Details

<b>Bank Name and Address:</b>	
<b>Name of Account:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	

On behalf of **Organisation**, I accept the grant award from Crewe Town Council and confirm that we have answered all of the questions accurately and truthfully.

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	



# Crewe Town Council Small Grants Scheme

## End of Grant Report



Please complete, sign and return this form as soon as your project has finished

**Project Name:**

**Organisation Name:**

**Grant Award received from Crewe Town Council**

**£XXX.XX**

### How was your grant spent?

Please give a breakdown of the items or activities funded by the grant award from Crewe Town Council

Item or activity	Actual total cost of the item / activity for the project	Amount of Crewe Town Council grant spent on item / activity
<b>Total amount spent</b>	<b>£</b>	<b>£</b>

If how you spent your grant is different to what was outlined in your application form, you must explain why and advise how this has allowed you to achieve your outcomes.

## What has your project achieved?

Tell us how you feel that your project has met the aims of 'A Vision for Crewe – Crewe's Community Plan'?

How many people directly benefited from the grant?

Tell us about the difference your project has made and the wider benefit you feel it has had to Crewe and residents within the town boundary

Is there anything you would have done differently with this project?

<b>Title</b>	<b>Forename</b>	<b>Surname</b>
<b>Position within organisation</b>		
<b>Telephone Number</b>	<b>Email</b>	
<b>Signed</b>	<b>Date</b>	

Please attach any photographs you are able to share about the funded project. These will be used to publicise your grant award and to promote the Crewe Town Council Small Grants Scheme.

Please return your form by email to [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)