



# 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

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

Young People	Health and Wellbeing
Arts, Culture, Heritage, Sport and Leisure	Environment and Wildlife

Projects funded through the Crewe Town Council Small Grants Scheme **MUST** support the aims of 'A Vision for Crewe – Crewe's Community Plan' which are:-

- Develop activities which involve the community in arts, culture, heritage, sport and leisure;
- Engage young people and help to address educational, recreational and training needs;
- Develop and improve 'green spaces', the physical environment and wildlife;
- 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 by raising civic pride;

If you have any questions, queries or need assistance to complete your application, please contact the Community Engagement Officer by email [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk) or by calling 01270 756975 Opt: 1

### Eligibility

When applying for 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, community or not-for-profit group, registered charitable organisation, social enterprise, community interest company or community amateur sports club which has a governing document and an active management committee or board;
- Operate within the Crewe town boundary which provides value for money and that the proposed project will directly and positively benefit 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;
- If a project involves vulnerable people or children, the organisation must have the appropriate safeguarding policies and procedures in place and be able to evidence them;
- Complete the application form in full and provide all required information and documentation;
- Not have already received funding from the Crewe Town Council Small Grants Scheme 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 its residents;
- Projects which **DO NOT** involve, include or benefit residents within the Crewe town boundary;
- Applications from individuals or general appeals, sponsorship or fundraising requests from organisations;
- Applications for projects, events or activities whose primary aim is for fundraising purposes;
- Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe or benefit to 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 funding from the Crewe Town Council Small Grants Scheme 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 the 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, received funding or had an application rejected by the Crewe Town Council Small Grants Scheme in the current or previous financial year, will only be considered in exceptional circumstances;
- Applications for funding **OVER** £1,000 will only be considered in exceptional circumstances;
- 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 in 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 by the Town Council;
- Crewe 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 the funding, will not be eligible and funds will not be given to that organisation;
- 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 and relevant policies such as equal opportunities and safeguarding, 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 be 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 in April 2019 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 Opt: 1

- Applications must be made in writing and only on the most current Crewe Town Council Small Grants Scheme Application Form. This can be downloaded [here](#) or requested by email on [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 may incur a delay in the application being considered;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal acceptance of the funding, renders the application ineligible and will be rejected upon receipt;

Applications will be considered by the Small Grants Scheme Working Group throughout the financial year therefore applications for the Crewe Town Council Small Grants Scheme 2018 / 2019 must be submitted before **midnight on Sunday 10<sup>th</sup> June 2018, 5<sup>th</sup> August 2018, 16<sup>th</sup> September 2018, 18<sup>th</sup> November 2018 and 17<sup>th</sup> February 2019**

### **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 before it is submitted to a Council Committee for ratification

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 Plan Committee and a formal resolution will take place before organisations are informed of the outcome of their application

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

The Town Council strives to allocate 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 when considering the allocation of funds

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

- All applicants will be notified in writing following the decision made by the Community Plan 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;
- 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 Opt: 1