

# Castle Cary Town Council

## Grants Policy

**Purpose:** To establish procedure for making grants to the community

### Document Properties

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V2.1	J. Morison	22 February 2021



## Grants Policy

### Criteria, Terms & Conditions

Community Grants, up to £150.00 will be considered by the Finance Committee of Councillors in July & October.

All grants are for project costs.

Grants awarded by CCTC are public money, funded through the town precept and we are accountable to local people for all expenditure. Therefore, we are very careful to apply the following criteria to each application.

#### **Scoring Mechanism to assess applications**

Every application received during one of the two application windows will be scored by the Grants Advisory Group against the following criteria:

- a) Working with others; networking/partnering
- b) Providing something different for young people
- c) Getting more people involved in health and well-being activities.
- d) How the project meets the aims of CCTC's strategic objectives, as detailed below.

The scoring process will inform the Group's recommendations. It is a starting point for a discussion rather than being an absolute for decision making. For example, if your project has the potential to support delivery of just one of the Council's strategic areas, this may take precedent over scoring points in every category.

**CCTC's Strategy** has three broad areas, one or more of which your project should address to qualify for funding:

- Health & Well-being
- Prosperity & Resilience
- Environment

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## **Strategy area one: Health and Wellbeing**

CCTC aims to see a flourishing and active community of people and organisations working together.

CCTC wishes to encourage participation beyond the 'usual suspects' by providing, for example opportunities for young people to be included in the town's decision making.

## **Strategy area two: Prosperity and Resilience**

CCTC will support projects which promote a thriving business community, connected with each other and with the town, providing employment and prosperity.

We are also interested in receiving applications for projects which seek to capitalise on energy efficiency, reduce waste and or promote sustainable transport solutions.

## **Strategy area three: Environment**

CCTC recognises the wellbeing aspect of the town's open spaces. Walking, cycling, and formal and informal sports opportunities are important for both health and social connections.

We are also keen to support a focus on enhancing attractiveness, variety and accessibility of green spaces.

## **Other Terms & Conditions**

- a) Grant applications will only be considered where
  - The project or activity directly benefits residents within the parish boundaries of Castle Cary & Ansford
  - The project is not funded by any other means by CCTC
- b) There is clear evidence of need for the project.
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making.  
Individuals will not be funded.

Successful applicants will be asked to agree to the following conditions in a letter of acceptance:

## **Monitoring and Reporting**

Organisations receiving grants are required to report on how the funds were spent. A form will be provided and you will be notified of the date by which it must be completed and returned.

Castle Cary Town Council representatives may wish to visit the project, to talk to volunteers and participants to gain a better understanding of its merits and benefits to local residents.

## **Payment Requirements**

Grants should be spent for the purposes stated on the application only.

Castle Cary Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.

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## **Publicity Requirements**

Castle Cary Town Council awards grants in good faith and would prefer projects to acknowledge grants by using our logo on publicity. We would also ask that we can use the projects which gain a grant in our promotions. We will publish on the CCTC website the name of the associations which have benefited from the grants.