

**KETTERING TOWN COUNCIL**

**SMALL GRANTS POLICY**

**1. INTRODUCTION**

- 1.1. The purpose of this policy is to govern the making of grants to local groups and organisations for the benefit of the community of Kettering Town.
- 1.2. The Council is committed to distributing available funding fairly, efficiently and effectively. This policy outlines the Council's approach to Small Grant making to support community activities. These awards can be made to Community and Voluntary Organisations, Registered Charities, Charitable Incorporated Organisations, (CIOs) and to other bodies or individuals.
- 1.3. Funding awards are made at the discretion of the Council and will be dependent on the availability of funding, which is determined in the annual budget. Activities funded must be consistent with the strategic aims, objectives and priorities of the Council. All funding applications will be determined on their objective merits. No organisation is entitled to funding because it may have been granted funding in the past or for any other reason. The Council must ensure proper, prudent and effective use of public money; and eligibility for grants is aligned with specified criteria. This allows the Council to focus on supporting organisations to achieve their best and to meet clearly identified needs.
- 1.4. The Council will aim to keep the process straightforward, transparent and accessible.

**2. ALIGNMENT WITH TOWN COUNCIL POLICIES**

- 2.1. The Council's corporate plan sets out its objectives and policies. This grants policy has therefore identified the following categories of spending that the Council wishes to support, and against which it will invite bids from local organisations.

**Economic development** – supporting sustainable growth; support for the town centre through encouraging and delivering events and markets, or making the town centre safe, attractive, interesting and varied.

**Health and Community**- measures to improve physical and mental health wellbeing, particularly in the light of the impacts of covid 19.

**Armed Forces** – initiatives which support the objectives of the Armed Forces Covenant

**Sustainability** – measures which encourage and supporting sustainable habits and opportunities including widening the scope and opportunities for recycling, and bio-diversity, optimising sustainable methods of travel, and which protect, restore and enhance our local biodiversity

**Community resilience** – measures which support volunteering, community involvement, neighbourhood and community led activities; enable voluntary youth action and the

development of services for young people; prevent homelessness, improve social mobility , tackle inequality; and promote social inclusion

**Sporting or artistic excellence** –supporting measures which improve sporting or artistic achievement for local people.

**Twinning activities** which promote international understanding, provide cultural learning opportunities and which engage the wider community including young people and those with limited life experience.

2.2. Applications should demonstrate that funding will be used to support one or more of these priorities.

2.3. We invite applications which. • target resources to meet identified needs; • maximise leverage (for example match funding); • maximise sustainability (economic, environmental and social); • achieve greater accountability and openness

### **3. WHO CAN APPLY**

3.1. Charities, CIOs, community and voluntary groups, clubs, individuals, and not for profit organisations are eligible to apply for funding. School Parent Teacher Associations, Friends of groups, religious bodies and health charities can apply for funding which evidence programmes or projects that benefit the wider community.

3.2. Applications will not be accepted from private businesses, for-profit organisations where funding would contravene local government Subsidy Control or any other legislation, Statutory bodies or political parties, or from religious bodies where the money will be used primarily for religious purposes or religious buildings or facilities.

3.3. Advice on completing the application forms will be available from the Voluntary Sector Network. Forms will be available through the Council's website or on request from the clerk. The Council will endeavour to advertise the availability of grants as widely as possible, including through the local Voluntary Sector Network.

3.4. Subsequent applications from the same organisation will not be entertained until the previous ones have been determined.

### **4. WHAT WILL BE FUNDED**

4.1. The following costs are allowable

- Core running costs including employee costs
- Programme or activity costs which are directly relevant to the application;
- Travel and transport costs associated with events in Kettering
- Hire or purchase of equipment for meeting project needs, including sports equipment;
- Venue hire (excluding hire of group's own premises) relating to the application;
- Technical assistance;
- Events within Kettering
- Publicity, marketing;

- Volunteer expenses.

4.2. The following costs are not allowable:-

- Projects or activities primarily delivered outside the Council's area
- Activities which are discriminatory, political, or religious
- Where there is statutory funding provision available
- Capital costs
- Costs that can be claimed back from elsewhere e.g. VAT
- Costs towards banking charges or repayment of debt
- Retrospective costs e.g. activities completed
- Gifts and prizes
- Alcohol
- Works to facilities that are/should be subject to an insurance claim

## **5. DECISION MAKING AND GRANTS**

- 5.1. This policy will be approved and amended from time to time by full Council. Decisions to make grants are delegated to the Finance and Governance Committee, which will meet in public.
- 5.2. Grant rounds will be open three times a year, with closing dates of 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> January . The Committee will meet within 6 weeks of a closing date to make decisions, and within four weeks of the January deadline. The availability of the third bidding round will depend on the availability of funds after the first two rounds. Money to support a third bidding round may also come from any unspent monies allocated to the members' ward initiative fund.
- 5.3. The Committee will be provided with a report summarising each eligible bid and a copy of the application form.
- 5.4. Grant payment will usually made by bank transfer within one week of the decision being communicated to the applicant.
- 5.5. Organisations in receipt of funding are required to comply with terms and conditions set out in any offer letter. They will be asked to report in writing on how the grant has been used within six months of the spending having been completed, providing whatever data has been collected about the impact of the spending or reporting against any criteria agreed at the point of a grant being awarded.
- 5.6. The Council gives no undertaking that grant funding under this scheme will be available in future financial years.
- 5.7. If an application is unsuccessful there is no right of appeal

## **6. DATA PROTECTION**

6.1. A Data Protection Impact Assessment (DPIA) is a process to help identify and minimise the data protection risks of a project. The council is required to undertake a DPIA for processing that is likely to result in a high risk to individuals.

6.2. The council has considered the data protection implications of processing community grants. This processing is compliant with the provisions in the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). The council has considered the data protection implications of processing. Further details of how personal data is processed and kept securely can be found in the Privacy Notice on the council's website.

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