

BROXTOWE BOROUGH COUNCIL

A Guide to Grant Aid for Voluntary Organisations

1. General Introduction

Broxtowe Borough Council provides financial assistance to voluntary and other organisations, together with a limited amount of funding to individuals involved with sports and the arts. The purpose of this guide is to provide general information relating to these types of grants, and assistance with the completion of the application form.

Applicants should note that due to the extensive demands on the Council's funds, the Council will normally only commit itself to fund an organisation or individual for a single year. Only in exceptional circumstances will funding be granted for longer periods.

2. Grant Aid to Voluntary Organisations, Charitable Bodies and Individuals

The Council is committed to supporting and promoting a vibrant voluntary sector throughout the borough. One way in which it seeks to achieve this is by providing financial assistance to local organisations and national charities, which have a base or strong presence in Broxtowe. The Council will also, in certain circumstances, provide grants to individuals involved with sports or the arts.

a) Guiding Principles

Each application is considered on its merits although there are a number of fundamental principles underlying the Council's grant aid policy, namely

- **Organisations must be open to all, regardless of race, creed, sex or political affiliation.**
- **The services provided by the organisation must be in addition or complementary to those services provided by the Borough Council or Nottinghamshire County Council and in accordance with the existing policies of the Borough Council.**
- **Organisations must be able to demonstrate that, either through the direct provision of services or other means they benefit the people of Broxtowe thereby enhancing the quality of life of the local community.**
- **Grants will be awarded for revenue purposes only. At present, there is no capital grants budget, but, in exceptional circumstances the Council may consider requests for assistance towards one-off planned capital expenditure on buildings or items of equipment.**

The above are only general guidelines and applicants are advised to read carefully the guidance notes that accompany the application form for these

specific types of grants. Guidance on assistance to individuals is dealt with under section (c) on page 2.

b) Grants Available to Voluntary Organisations and Charitable Bodies.

There are generally two types of grant available to voluntary organisations and charitable bodies:

i) Revenue Grants

These grants are awarded to organisations in order to help meet the day-to-day running costs they incur in providing services to borough residents. The maximum individual grant available for this purpose varies according to both the type of organisation and the services they provide. Applicants should note however, that in assessing applications the Council seeks evidence of the organisation's own fund raising efforts together with funding from other sources. No grant aid will be awarded to organisations whose sole source of income would be grant aid from the Council.

ii) Capital Grants

1. Capital Grants

There is no capital grants budget for the current year. However, in exceptional circumstances, consideration may be given to requests for assistance towards one-off, planned capital expenditure.

Applicants should note that an approved capital grant would normally cover part of the project cost, typically 25% or 50% and the applicant should confirm their ability to meet the remaining cost of the project from their own funds or other sources of income. Although it has been normal practice to award grants at the 25% or 50% level, the final decision rests with the Cabinet that has the power to award a grant at a higher or lower level.

Any capital grants will not be paid until the relevant paid invoices have been submitted to the Council.

d) Other Important Information.

Financial/General Management.

All organisations requesting grant aid must be able to demonstrate that arrangements have been put in place to ensure the proper conduct of their financial affairs. **In addition to completing an application form, all applicants for grant aid must supply the Council with a copy of their latest set of accounts that must be audited, preferably by an independent person.** The Council may also require access to your organisation in order to inspect your records including bank statements.

Repayment of Grants.

All grants are awarded on the condition that they are only used for the purpose for which they were intended. If grants are otherwise applied the organisation or individual concerned may be liable to repay the grant to the Council.

Uniformed/Youth Groups.

Although the Council does not provide revenue grants to these types of organisations, financial assistance may be available from Nottinghamshire County Council who can be contacted at the following address: County Hall, West Bridgford, Nottingham, NG2 7QP.

Religious Activities.

The Council does not provide grants to fund repairs to church owned premises or support religious activities.

3 How The Grant Aid System Works.

a) Application Procedure.

Application forms should be returned to the Finance Department of the Council. On receipt the application will be processed and applicants will receive a written acknowledgement of their request for financial assistance. If any further information is required, the applicant will be contacted directly.

In some instances the relevant Chief Officer has the delegated power to award grant aid up to a specified level. Where this is not the case, applications are submitted to the earliest possible meeting of the relevant Committee and applicants will then be informed in writing of the decision made.

b) Assessing Applications.

All applications, whether considered under delegated authority by the Director of Finance or by Cabinet, will be considered on their own merits and assessed against the criteria laid down by the Council.

ADDRESS FOR CORRESPONDENCE:

**Director of Finance
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB**

**Telephone: 0115 917 7777 Extension 3275/3229
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