



Grant Aid Policy for Voluntary and Community Organisations, Charitable Bodies and Individuals involved in Sports or the Arts

1. Purpose

This policy defines the framework in which Broxtowe Borough Council administers its grant aid scheme to voluntary and community organisations, charitable bodies and individuals involved in sports or the arts.

2. Background

The Council is committed to supporting and promoting a vibrant voluntary sector throughout Broxtowe. One way that the Council seeks to achieve this is by providing financial assistance in the form of grant aid to voluntary and community organisations and charitable bodies which have a base or strong presence in the Borough. The scheme also extends to providing funding to local talented individuals involved in sports or the arts.

3. Definition of Grant Aid

For the purpose of this policy, a grant is defined as the giving of money or benefits on a discretionary basis to improve community well-being in accordance with the Council's corporate priorities.

4. Grant Aid Scheme

The Council welcomes grant aid applications from a variety of voluntary and community organisations and charitable bodies, including:

- Age Concern Organisations
- Caring Organisations
- Citizens Advice Bureaux
- Community Associations and Residents Groups
- Conservation and Environmental Group

- Pre-school Playgroups/Parent and Toddler Groups
- Senior Citizens Groups/Welfare Organisations
- Sports Clubs
- Uniformed Organisations/Youth Groups
- Volunteer Bureaux

These categories are considered further in the appendix.

The policy also allows for grant aid to be provided to talented individuals involved in sports or the arts.

The Council is committed to listening and responding to provide efficient and effective services. As a practical demonstration of its commitment, the Council has produced a Service Standard for grant aid applications and this is available on the Council's website at <https://www.broxtowe.gov.uk/for-you/benefits-grants/grant-aid/>

5. Strategic Fit

Those applying for grant aid must be able to demonstrate how their organisation, activities or project supports one or more of the Council's corporate priorities and values.

The Council's vision, priorities and values are published separately in the Broxtowe Borough Council Corporate Plan which is available at <https://www.broxtowe.gov.uk/>.

6. Guiding Principles

Each application will be considered on its merits although there are a number of fundamental principles underlying the policy, namely:

- Organisations should be non-profit making, have a constitution or set of rules and be able to provide annual financial statements (audited where appropriate) or an annual report (unless as a new organisation in its first year of operation when a budget statement would be required).
- Organisations must be open to all regardless of race, creed, sex or political affiliation as appropriate.
- Organisations must be able to demonstrate that, either through the direct provision of services or by other means, it benefits the people of Broxtowe thereby enhancing the quality of life for the local community.
- Services provided must be in addition or complementary to those services provided by the Council and in accordance with the existing objectives of the Council.
- Organisations must be able to demonstrate a link with Broxtowe such that an identifiable number of Borough residents would benefit from a

grant award or the grant is towards an initiative that would generally benefit the local community.

- Individuals involved in sport or the arts should be talented amateurs whose excellence is of national or international significance. The policy is designed to encourage and support Borough residents in competing at the highest level. As a general guide, individuals undertaking sporting activities should have reached at least a regional standard.

7. Exclusions

The Council will not fund political groups or projects that promote political beliefs, religious groups or activities promoting religious beliefs or animal welfare charities.

Applications from religious/belief based groups may be considered if the organisation can demonstrate that the project is of wider community benefit and does not involve the promotion of religion or belief. An example would be a request towards the cost of repairs to community facilities.

Applications from national organisations are normally refused unless a strong link with the Borough can be demonstrated. For example, a majority of an organisation's membership may live within the Borough or a group can show that it directly benefits an identifiable number of Borough residents.

The Council will not normally approve grants retrospectively towards projects that have already taken place or expenditure that has already been committed.

8. Types of Grant Available

The Council provides the following grants to voluntary and community organisations and charitable bodies under this policy:

Revenue Grants

These grants are awarded to organisations to assist with day-to-day running costs that are incurred in providing services to Borough residents. The maximum grant available for this purpose varies according to both the type of organisation and the services they provide. Grants can be awarded under delegated authority by the Deputy Chief Executive, in conjunction with the Chair of the Finance and Resources Committee, with the maximum annual grant payable being £250.

In assessing grant applications the Council will seek evidence of the organisation's own fund raising efforts together with any funding provided from other sources. The policy will not allow financial assistance to be provided to an organisation whose sole source of income would be the Council's grant.

Additional funding may be available where organisations can demonstrate that they are targeting the particular needs of disadvantaged sections of the community. For this purpose disadvantaged sections will be taken to include, but not be exclusive to, people on low incomes, people who have travelling difficulties in attending group meetings and sections of the community who suffer from under representation and social exclusion.

The relevant Committee will consider all applications for additional funding above the delegated limit.

Capital Grants

Although the Council does not provide a specific capital grants budget, in exceptional circumstances consideration may be given to requests for financial assistance towards planned capital schemes.

If approved, a grant would normally cover part of the project cost, typically 25% or 50% depending on land and property ownership. Applicants should ensure that they are able to meet the remaining cost of the project from either their own funds or other sources of income. The applicant may be asked, where appropriate, to provide details to show that other funding has been actively sought.

When applying for funds towards building, extensions, repairs or any other such works on land or property, the applicant should provide details to show that they have secured the relevant permissions, including planning permission where appropriate.

Although it is typical for grants to be awarded at the 25% or 50% level the final decision rests with the relevant Committee, which has the discretion to award a grant at a higher or lower level.

The applicant should provide at least two quotations for any capital schemes as part of the application process. Any capital grant will not be paid until the relevant invoices have been submitted to the Council as proof that the work has been completed.

Grants to Individuals

The policy allows the Council to provide grant aid to talented individuals involved in sports or the arts.

The Council will consider applications from individuals who are amateurs and whose excellence is of national or international significance. The aim of the policy is to allow individuals to participate in a national or international event, or to achieve that status, and is designed to encourage and support Borough residents in competing at the highest level. As a general guide, individuals undertaking sporting activities should have reached at least a regional standard.

The nature of the scheme is to provide a small financial contribution towards an individual's costs. The limitations of the grant aid budget make it prohibitive to provide full sponsorship of activities. As such, grant awards are typically for £100, although the respective Committee or delegated Members/Officers has the discretion to award further sums, for example an additional £100 could be awarded where the individual requires the grant to contribute towards the cost of participating in a recognised international competition held outside of the United Kingdom.

The policy allows further financial incentives to be offered to applicants who agree to link up with Council services and initiatives, such as working with the Council's wholly owned leisure services company, Liberty Leisure Limited, where there is considered to be a mutual benefit.

9. Financial and General Management

All organisations requesting grant aid must be able to demonstrate that they are appropriately managed and that arrangements have been put in place to ensure the proper conduct of their financial affairs. Organisations should be able to provide a constitution or set of rules, if required.

In addition, all applicants must supply the Council with a copy of their latest set of financial accounts that should be audited, preferably by an independent person. Where an organisation is applying for grants of £3,000 or more during any financial year, the audit should be completed by a person who is a member of a recognised accountancy body or, in the Council's opinion, is deemed to be a satisfactory person to perform a proper audit review.

An applicant must agree to allow the Council, in particular the Deputy Chief Executive, to inspect its financial records, including bank statements, at any time.

An assessment will be made of the reasonableness of reserves held by an organisation and this will be considered by the relevant Committee when making any grant award. Organisations with reserves which increase year-on-year by more than the value of the grant aid or whose balances are considered to be excessive can be asked to provide evidence that any further grants will contribute towards operational activities rather than being added to balances.

10. Grant Aid Budget

The grant aid budget is approved annually as part of the Council's overall budget setting processes. Consequently, the Council would normally only commit to fund an organisation or individual for a single year. Only in exceptional circumstances would funding be granted for longer periods.

If funds within the grant aid budget become exhausted it is normal practice to defer consideration of remaining applications until the last relevant

Committee meeting of the financial year when the merits of each application can be considered alongside other competing demands.

11. Grant Conditions

All grants are awarded on the condition that they can be 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.

All grant awards of £5,000 or above will be subject to a Service Level Agreement. This limit will exclude any amounts awarded towards an organisation's rental costs as tenants of Council owned premises.

Organisations must pay due regard to the health, safety and welfare of its workers, volunteers and clients and may be asked to provide a Health and Safety Policy or equivalent if it is felt to be appropriate to the application.

Organisations must pay due regard to legislation around equality and diversity and may be asked to provide an Equality and Diversity Policy or equivalent if it is felt to be appropriate to the application.

The Council's support should be clearly acknowledged on all suitable printed material and signage using the corporate logo where applicable and subject to prior approval. The Council should be notified of any appropriate launch dates, opening events, general meetings and other relevant events.

12. Award Letters

In accordance the Service Standard a grant award letter will be issued to successful applicants detailing the amount awarded, the purpose of the grant, any outputs to be achieved (such as a statement of expected outcomes and/or Service Level Agreement), conditions of the award and monitoring requirements.

13. Measuring and Celebrating Success

Monitoring arrangements will be specified in the offer letter, statement of expected outcomes and/or Service Level Agreement. These will be tailored specifically to the organisation and may involve reports, feedback from service users and monitoring visits. Any failure by the grant recipient to provide the requested information may result in a requirement to repay the grant monies to the Council.

The success of an organisation in delivering its service or project as a result of grant aid will be measured and celebrated. The Council will promote the success of grant applicants in relation to their grant award.

Individuals should inform the Council of progress and relevant successes following the award of a grant. Successful applicants may be asked to

attend a presentation event to mark the achievements of all individuals who have been supported by the Council.

14. Further Information

Further information relating to grant aid can be found on the Council's website at <https://www.broxtowe.gov.uk/for-you/benefits-grants/grant-aid/> or by contacting:

Head of Finance Services
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston, Nottingham. NG9 1AB

Telephone: 0115 917 3275 or 0115 917 3229
Email: grantaid@broxtowe.gov.uk

Organisational Categories for Revenue Grants

The Council aims to spread its grant aid budget as widely as possible and seek to support those organisations whose activities are of direct benefit to the Borough residents. The policy in respect of the organisations supported by the grant aid budget is considered in more detail below:

i. Age Concern Organisations, Citizens Advice Bureaux and Volunteer Bureaux

The level of funding provided to these organisations will be determined on application by the relevant Committee. As part of the overall assessment of the application, Members will consider the organisation's financial status, expenditure levels and staffing structures before making an award.

The policy allows for grant awards to be subject to an organisation's achievement against a set of specified expected outcomes or Service Level Agreement where appropriate.

ii. Caring Organisations

Each application is treated on its merits with priority being given to those organisations who can demonstrate that they are targeting the particular needs of disadvantaged sections of the community. For this purpose disadvantaged sections will be taken to include, but not be exclusive to, people on low incomes, people who have travelling difficulties in attending group meetings and sections of the community who suffer from under representation and social exclusion.

The policy includes disability grants that are provided to charitable, self-help and community groups who provide a service for people with disabilities in order to promote independent living for people with disabilities.

The Council encourages applications to support children in care and ethnic minority groups in order to build social capital.

iii. Community Associations and Residents Groups, Senior Citizens Groups and Welfare Organisations, Parent and Toddler Groups and Pre-School Playgroups and Sports Clubs

The policy in respect of grant aid to these groups is to award the amount requested or the maximum delegated limit of £250, whichever is lower and subject to eligibility. Additional consideration is given to groups who can demonstrate that they are addressing the particular needs of disadvantaged sections of the community. All grant aid requests in excess of the delegated limit are considered by the relevant Committee.

iv. National Appeals

The policy allows the Council to respond to appeals either of an emergency nature affecting Broxtowe residents or where residents of the Borough would directly benefit from a particular initiative.

v. Conservation and Environmental Groups

One of the Council's corporate priorities is 'Environment' with a commitment to take responsibility to protect the environment for future generations. Applications are encouraged from organisations supporting this priority with each application being assessed on its merits and in accordance with the principles outlined in this policy.

vi. Uniformed Organisations and Youth Groups

The policy recognises that these groups perform a service to residents of the Borough both in leisure activities and social responsibility. The policy allows for funding to be made available to these organisations with each application being assessed on its merits and in accordance with the principles outlined in this policy.

vii. Miscellaneous Groups

The policy allows for worthwhile applications to be considered from groups not falling within the other categories given above, excluding requests from those groups specifically disallowed by the policy.