



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

COMMUNITY DONATIONS SCHEME POLICY

ADOPTED: 28th June 2018

REVIEW: June 2021

AMENDMENTS:

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Contact Details

This policy is issued by the Community Donations Sub Committee of Chippenham Town Council.

The scheme is managed by the Chief Executive and the day to day administration of the process is delegated to the Head of Finance and Administration.

For information on the scheme you can either email or phone the Head of Finance and Administration: cstarkie@chippenham.gov.uk or 01249 446699.

This policy and application form can be found on the council's website www.chippenham.gov.uk.

If you would like help completing the application form please contact the town council on the above number and we will be happy to assist you.

Completed application forms and supplementary information to be returned either to:
cstarkie@chippenham.gov.uk.

or

Head of Finance and Administration, Chippenham Town Council, Town Hall, High Street, Chippenham Wiltshire SN15 3ER.

1. SCHEME OUTLINE

1.1 This policy sets out how Chippenham Town Council and the Community Donations Sub Committee will manage applications from organisations who are seeking funding from the Town Council for a project, event, activity or other purpose.

1.2 The aim of the Town Council's Community Donations Scheme is to provide financial support to organisations who work to improve the quality of life in Chippenham by supporting the Town Council's objectives:

- To provide facilities and services which support and develop a well-connected town, which promotes health and well being
- To play an active role in the future development of Chippenham through collaboration with partners and stakeholders
- To maintain and enhance opportunities to create a green, clean and safe environment
- To promote Chippenham as a destination Market Town based on our rich heritage, history and culture
- To ensure effective and efficient use of resources

Each application must adhere to at least one of these priorities.

2. SCHEME GOVERNANCE

2.1 The Town Council has assigned responsibility to the Community Donations Sub Committee through its Strategy and Resources Committee. The Sub Committee meets 3 times each year to consider applications, working to a pre-determined criteria. There are 7 councillors on the committee. We work within a GDPR framework and respect the confidentiality of individuals, personal data and sensitive personal data. The financial contribution that can be awarded is taken from an annual budget, based on the financial year April to March.

2.2 On receipt of an application it will be scrutinised by the Head of Finance and Administration, using the criteria as laid down in the policy. Applications are then submitted to the subcommittee meeting, where councillors reach their decisions and make the awards. Applicants are invited to attend the meeting at which the application will be considered. Meetings are usually held on a Thursday at 4pm in the Town Hall. Decisions, in the form of minutes, are made available the following week and all applications, whether successful or not, will receive notification within 2 weeks. Occasionally conditions may be applied, which the applicant will need to address as part of the approval.

3. MONITORING

3.1 In order to ensure value for money and good use of funding, successful applicants will be subject to a monitoring regime. This may involve a request for annual reports detailing expenditure outcome and other qualitative results.

3.2 All recipients are requested to complete a feedback form stating how the money was used. All recipients are asked to give recognition to the Town Council through publicity and promotions.

4. CRITERIA

4.1 The Community Donations Sub Committee will only consider applications that can meet the following criteria. This check list is used on receipt of application. If evidence is missing, or the criteria is not achieved, the applicant will be contacted and asked to resubmit the form with further evidence.

Criteria	Evidenced?
a) There is evidence that the community or voluntary sector will benefit from the event, project or activity, rather than an individual or small number of individuals	
b) The event, project or activity must make a difference to the quality of lives of residents in Chippenham (ie within the parish boundary)	
c) The organisation has made a well justified statement in support of the application	
d) The event, project or activity contributes to the objectives of the town council, as laid down on page 3.	
e) The event, project or activity represents value for money	
f) The organisation is not-profit making	
g) The organisation has demonstrated financial need	
h) There is evidence, with supporting documentation, that the organisation has sought to generate income from other sources	
i) The organisation has provided evidence of its financial position including full accounts, a business plan, a budget or other documentation to support the application. There is an explanation where an organisation has significant funds.	
j) The organisation has a bank account in its own name	
k) The organisation has a constitution or similar (or is preparing such documentation if a start-up)	
l) The organisation is able to give recognition to Chippenham Town Council through its publicity and publications	
m) The organisation is prepared to provide feedback to the town council on how the grant was used through its monitoring and feedback forms	

5. APPLICATION PROCESS

5.1 Who can apply for a grant?

The Community Donation Scheme exists to support organisations which require financial assistance and accepts applications from the following:

- Charitable Organisations
- Community Interest Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- The scheme also provides start up grants for new organisation who will become one of the above.

The organisation must be based in Chippenham or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Chippenham.

5.2 What can the grant be used for?

Grants can be used to assist with capital projects (assets that will have lasting benefits) or for the running costs of community events or projects. The money is not to be used for wages or routine administrative costs, repairs or routine maintenance to buildings or equipment, hospitality, and funds are not available for individuals or sponsorship.

5.3 How much grant is available?

Only one application from any group or organisation will be considered by the town council in the financial year (1st April to 31st March).

The total amount of grants made in any one year is restricted to the budget that is allocated to this committee. That budget is currently £20,000 per annum.

5.4 When do we apply for a grant and what are the requirements of the application?

The committee meets three times each year: Dates of the meetings are on the town council's website, and are in the months of June, October and February.

Applications must be received three weeks before the meeting date. Late applicants will either be deferred to the next meeting or will be returned (depending on the nature of the request).

The Town Council's application form must be used. Applications must not be submitted, or endorsed, by members of staff or councillors of Chippenham Town Council.

Applications must be made in advance of the event/ project commencement date.

If the organisation is relying on a grant from the Town Council it should not commence the activity until the award of a grant has been confirmed in writing.

Retrospective applications will not be considered. If a project has already started, or a key date to which the application relates to has passed, it cannot be funded from this scheme.

If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council

The grant must only be used for the purpose for which the application was made. The Town Council will ask for feedback at the appropriate time. Where projects might span more than a 12 month period, an interim report will be required.

Awards for funding which are not for projects within the current financial year will be considered on a case by case basis. Where a grant is awarded for a project that is relying on match funding from other organisations, the funds will not be released until the organisation has reached a certain target (to be set by the committee). If this target is not reached then the funds will be made available to the committee again.

The decision of the committee is final.

As this scheme is to benefit the residents of Chippenham there are some cases where it would **NOT** be suitable to provide a grant:

- General appeals
- Individuals
- Commercial enterprises which aim to generate a profit
- Projects with party political links
- Projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, race, gender, sexuality or on the grounds of economic or social status
- Services which should be provided by statutory funding
- Projects which are considered to be the responsibility of the principal authority

5.6 How do I apply?

Applicants must complete an application form (available from the town council office or available to download from the town council's website) and it needs to be accompanied by the documentation requested below:

- Audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of newly formed organisations, a comprehensive budget and business plan) along with a committee structure and details of the organisation's bank account
- The latest bank statement
- The organisation's equal opportunity statement
- A statement in support of the request (including photographs, plans and project costs)
- A copy of the organisation's constitution or set of rules

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes. All sections of the application form must be completed and returned with the necessary documentation not later than 3 weeks prior to the meeting. Applicants will be invited to the meeting to give a brief overview of their application and to answer questions of the committee. You are encouraged to attend as this can assist with your application.

5.7 Receipt of grant

Funds will not be paid to an individual. If an organisation does not have a bank account, the organisation can arrange for another community organisation to receive and hold those funds.

6. APPLICATION CHECK LIST

The following checklist has been prepared to assist with completing the grant application form. Applicants are advised to read the list before submitting the completed application form:

- Have you answered all sections of the form?
- Have you been clear on the amount of grant required?
- Does your application set out how your organisation meets the requirements of the criteria?
- Have you enclosed your organisations latest set of accounts and bank statements?
- Have you enclosed your organisation's constitution, governing document or set of rules?
- Have you included a copy of relevant insurance policies, where applicable?
- Are you aware of the dates of the meetings and have submitted this application more than three weeks in advance of the meeting at which you would like your application to be considered?
- Have you signed the statement on the last page to certify that all the details are correct?

Please return your application form with the documents as listed above no later than 3 weeks before the date of the next meeting of the Community Donations Sub Committee meeting. Details of where to send your completed application form are on page 2.