



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

Community Donations Scheme Policy

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Scheme Aims

- 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. Please read this document before completing the application form.
- 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 town life in Chippenham.

Scheme Governance

- 2.1 This policy is issued by the Community Donations Sub Committee of Chippenham Town Council, who have been assigned responsibility through its Strategy and Resources Committee. The Community Donations Sub Committee is comprised of 7 Councillors, who will meet 3 times per year to consider applications based on the criteria outlined in this policy. All applications received by the Town Council will be considered on their own merits.
- 2.2 The scheme is managed by the Chief Executive and the day-to-day administration of the process is delegated to the Head of Democratic Services and Democratic Services Officer, within a GDPR framework which protects the confidentiality of individuals and any sensitive or personal data.
- 2.3 The financial contribution that can be awarded is taken from an annual budget based on the financial year April to March and the total amount of grants awarded are restricted to within this budget. For 2022/23 the annual budget is

£25,500 and the maximum amount that can be applied for per application is £5,000. The budget allocation for each meeting is 1/3 of the annual budget for the year, however, the Community Donations Sub Committee is empowered to exercise reasonable discretion if necessary.

- 2.4 If the total amount of grants requested exceeds the annual budget remaining or meeting allocation, all applications are heard first on their own merit before any donations are awarded. Sub Committee members should indicate whether they support each application in principle or not. The final amount to be awarded will then be decided for all applications that are supported in principle.
- 2.5 The Community Donations Sub Committee has the power to distribute grants on a pro rata basis should the amount requested exceed the annual budget remaining or the meeting allocation. In this event, the exact figure to be awarded will be subject to confirmation from the Director of Resources (Responsible Financial Officer).
- 2.6 On receipt of an application the Democratic Services Officer will check that all relevant information has been provided. Applications are then sent to the Councillors on the Sub Committee and applicants are invited to attend a meeting at which their application will be considered, to provide a brief overview and answer questions. Meetings are usually held on a Thursday at 4pm.
- 2.7 Minutes of the meeting will be circulated and all applicants, whether successful or not, will be contacted within two weeks following the meeting. The decision of the Sub Committee is final.

Monitoring

- 3.1 The grant must only be used for the purpose for which the application was made. Successful applicants will be subject to monitoring to ensure good use of funding. This may include requests for annual reports detailing expenditure or other results.
- 3.2 All recipients are required to complete the feedback form stating the purpose of the grant, what has been delivered, the effect the project, activity or event has had on those taking part or receiving it and provide evidence of positive recognition given to the Town Council. Recipients will be contacted for this purpose. Where projects might span more than a 12-month period an interim report will be required. Failure to do this may jeopardise future grant applications.
- 3.3 Recipients are required to give positive recognition to the Town Council through publicity and promotions and are encouraged to invite the Mayor to attend events relating to the project, activity or event after the donation has been awarded.

Withholding, Suspending and Repayment of Grant

- 4.1 The Town Council's intention is that the grant will be paid to the recipient in full.

However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the grant (and/or require repayment of all or part of the grant) if:

- a. The recipient uses the grant for purposes other than those for which they have been awarded
- b. The Council considers that the recipient has not made satisfactory progress with the delivery of the project
- c. The recipient is unable to use the grant for the purpose it was awarded and within the stated timescale
- d. The recipient is, in the reasonable opinion of the Council, delivering the project in a negligible manner
- e. The recipient obtains duplicate funding from a third party for the same (or part of the) project, activity or event
- f. The recipient provides the Council with any materially misleading or inaccurate information.

Application Process

Who can apply?

5.1 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
- 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 There are some cases where it would not be suitable to provide a grant including:

- General appeals
- Individual appeals or sponsorship
- 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
- Retrospective applications for events or projects which have already happened
- Services which should be provided by statutory funding
- Projects which are considered to be the responsibility of Wiltshire Council

In these instances, an officer will contact the applicant to explain the reason(s) why their application will not progress.

- 5.3 Should an application be received by an organisation which or whose representatives have made public comment(s) about the Town Council within the last 12 months which may or potentially amount(s) to being defamatory in nature, the Community Donations Sub Committee will be informed and can decide to dismiss the application on these grounds.
- 5.4 Each application must support at least one of the following priorities:
- 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

How do I apply?

- 5.5 Dates of the meetings are available on the Town Council's website. Application forms and any supporting documents must be submitted three weeks before the meeting date. Late applications will be deferred or returned depending on the nature of the application.
- 5.6 Only one application from any group or organisation will be considered each financial year, 1st April to 31st March.
- 5.7 Applicants should use the Town Council's application form which is available from our website or Town Hall reception, and return it using the contact details on page 6 along with a copy of the organisation's accounts for the previous financial year. If the organisation does not produce a full set of accounts, the applicant must provide the organisation's latest bank statement and a comprehensive budget and business plan may also be required.
- 5.8 The Town Council may also request a copy of the following from the organisation:
- Committee structure
 - Constitution or set of rules
 - Equal opportunities statement
 - Insurance policy
 - Photographs, plans and project costs
 - Bank account details and latest bank statement
- 5.9 Applications must not be submitted by members of staff or Councillors of Chippenham Town Council. Where a Councillor has involvement in either a voluntary or paid capacity with the organisation applying, Councillors must be clear in their declaration of interest and whether they are abstaining from the vote or

leaving the meeting room for that item if required.

How is the grant money paid?

- 6.1 Successful applicants will be invited to the Town Hall to receive their cheque and take a photograph with the Mayor of Chippenham and the Chair of the Community Donations Sub Committee.
- 6.2 Funds will not be paid to an individual. If an organisation does not have a bank account, they can arrange for another community organisation to receive and hold the funds.
- 6.3 Occasionally conditions may be applied, which the applicant will need to address as part of the approval before payment can be made. 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 the target set by the Committee.
- 6.4 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.

Checklist

- 7.1 Please use the below checklist to ensure that your application meets the criteria outlined in this policy. You may be contacted and asked to provide further evidence.

a) The event, project or activity will benefit the community or voluntary sector rather than an individual or small number of individuals
b) The event, project or activity will make a difference to the quality of life of residents in Chippenham
c) The event, project or activity contributes to the Town Council's priorities (outlined in section 5.4)
d) The event, project or activity represents value for money
e) The organisation is not profit making and can demonstrate financial need, including accounts, the latest bank statement, a budget plan or other documentation to support the application
f) The organisation has sought to generate income from other sources

g) The organisation has a bank account in its own name
h) The organisation has a constitution or similar (or is preparing such documentation if a start-up)
i) If successful, the organisation will give positive recognition to Chippenham Town Council through its publicity and promotions
j) The organisation will provide feedback to the Town Council on how the grant was used

Contact Details

Completed application forms and supplementary information can be returned either by post to:

Community Donations, Chippenham Town Council, Town Hall, High Street, Chippenham, Wiltshire SN15 3ER.

Or by email to Jess Mantell: jmantell@chippenham.gov.uk

If you would like help completing the application form, or for any further information on the scheme, please call 01249 446699.