Grant Awarding Policy

1. Introduction

Stamford Town Council ("the Council") provides financial assistance to local organisations, charities, and community groups through its **Community Grants** and **Age UK Grant** scheme. These grants aim to support initiatives that benefit the residents of Stamford and enhance community services and facilities.

The Council is committed to fostering an inclusive and vibrant community by supporting projects that address social, environmental, and cultural needs. All applications are considered on their individual merit and subject to the availability of funds.

2. Scope of the Policy

This policy applies to all grant funding awarded by Stamford Town Council.

Stamford Town Council awards grants to projects that provide a **direct benefit to the local community**. Grants are not awarded for routine running or operational costs but for **developmental projects, community initiatives, or capital investments** that align with the Council's strategic objectives.

All grant funding applications will be assessed and scored based on how well they align with the **Council's priorities**. Funding will be prioritised for projects that:

- Improve or enhance **community facilities, services, or infrastructure**.
- Address **social inclusion, equality, and accessibility**.
- Support **cultural, educational, or recreational initiatives**.
- Contribute to **environmental sustainability, biodiversity, or climate resilience**.
- Provide a new or extended service that benefits an underrepresented section of the community.

Grant funding is **only available to groups, organisations, and projects** that demonstrate a **direct, proportionate benefit to the residents of Stamford**. The following types of organisations may apply:

- Registered charities and **not-for-profit organisations**
- **Community groups** with a defined governance structure
- Youth and senior citizen groups
- Amateur sports clubs and theatre/arts groups with a community focus or charitable focus
- Advice services and support organisations
- Organisations assisting people with disabilities

Funding may be awarded for **newly established organisations**, including startup costs for defined initiatives, provided there is a clear pathway to financial sustainability beyond the initial funding period.

3. Grant Categories and Amounts

- **Community Grants**
  - Maximum grant: **£3,000**
  - One application per organisation per financial year
  - Can be used for specific projects, events, or initiatives that align with the Council's strategic priorities
  - Cannot be used for routine operational costs or staff salaries
  - Applications must demonstrate a clear public benefit within Stamford
- **Small Grants**
  - Maximum grant: **£750**
  - Designed for smaller-scale community initiatives with a significant impact
  - May be applied for independently or alongside a larger grant request
- **Age UK Grant**
  - Governed by a specific covenant
  - Funds must be used to support services that benefit elderly residents of Stamford
  - Subject to an annual review and financial oversight

4. Eligibility Criteria

Proceeds from admission charges will be considered as income when assessing your application.

Applicants must:

- Be a **not-for-profit organisation**, charity, or community group.
- Operate **within Stamford Parish** or provide services that directly benefit its residents.
- Have a **dedicated bank account** in the organisation's name.
- Demonstrate financial need and provide accounts or financial statements.
- Submit a clear project plan detailing the benefit to the community and expected outcomes.
- Provide a sustainability plan for projects requiring ongoing funding beyond the grant.

Exclusions:

- Individuals or commercial businesses.
- Retrospective applications (i.e., funding for past events or completed projects).
- Projects that promote political or religious activities (except where community access is open to all).
- Organisations with sufficient unrestricted reserves that could fund the project independently.
- Applications that do not align with the Council's strategic objectives.
- Projects that duplicate existing services without clear added value.

5. Application Process

Applicants must specify which grant they are applying for by selecting one of the following options on the **Grant Application Form**:

- **Community Grant** (Maximum £3,000)
- **Small Grant** (Maximum £750)
- **Age UK Grant** (For projects benefiting elderly residents of Stamford)

Failure to select the appropriate grant may delay processing the application.

1. **Application Submission**
   - Complete the official **Grant Application Form**.
   - Provide supporting documents (e.g., constitution, recent financial statements, budget, quotes for project costs).
   - Applications must be received **at least 8 weeks** before the funds are required.
2. **Review and Assessment**
   - Applications are reviewed by the **Finance & Governance Committee during the quarterly funding windows** (April, July, October & January with a total allocation limit of £3,000 per quarter for the awarding of Community and Small Grants see point 10.).
   - Assessment criteria include community benefit, sustainability, alignment with Council priorities, and value for money.
   - Applicants may be invited to provide additional information or attend a meeting.
   - Applications will be scored against a set framework to ensure transparency and fairness.
3. **Decision and Payment**
   - Successful applicants will be notified in writing.
   - Payments are made via BACS with all original invoices, for verification within three months of the completion of the project to enable the release of grant payment funds.
   - Successful applicants must acknowledge Council funding in promotional materials.

6. Monitoring and Accountability

- Grant recipients must submit a **report within three months** of project completion, including:
   - Details of how the funds were used and the community impact.
   - Photographic or documentary evidence where applicable.
   - An evaluation of the project's success against initial objectives.
- The Council reserves the right to request additional information or audit grant use.
- Failure to comply with conditions may affect future grant applications.
- The final report will be **published on the Stamford Town Council website** to ensure transparency and accountability.
- The findings from the grant reports will be included as part of the **Annual Town Meeting** to inform residents about the impact of funded projects.

7. Additional Considerations

- **Match Funding:** Preference may be given to organisations that can demonstrate additional sources of funding or contributions (financial or in-kind) to maximise the impact of the grant.
- **Sustainability:** Projects that have a long-term benefit or plan for sustainability beyond the grant period are encouraged.
- **Community Collaboration:** Applications that promote partnership working and community engagement will be viewed favourably.
- **Accessibility and Inclusion:** Projects must be accessible to all sections of the community, and applicants should demonstrate how they will promote inclusivity.
- **Publicity:** Successful applicants agree to participate in promotional activities, including social media and press releases, highlighting the impact of the grant.

8. Review of Policy

This policy will be reviewed every **three years**, or sooner if required, to ensure it remains aligned with community needs and Council priorities. **Adopted 10th February 2025**.

9. Grant Application Checklist

Before submitting your grant application, ensure you have completed and attached the following:

- **Application Form** – Fully completed with all required information.
- **Organisation Details** – Including governing documents, proof of not-for-profit status.
- **Financial Documents**:
  - Latest financial statements or audited accounts.
  - Bank statement in the organisation's name.
- **Project Proposal**:
  - Clear description of the project, objectives, and expected community impact.
  - Breakdown of the total project cost with itemised estimates.
  - Evidence of match funding (if applicable).
- **Supporting Evidence**:
  - Quotes for expenditure over £500.
  - Letters of support (if applicable).
- **Publicity & Reporting Agreement**:
  - Acknowledgement that funding from Stamford Town Council will be credited in publicity materials.
  - Agreement to submit a final report including impact assessment and evidence of expenditure.

Failure to provide any required documents may result in a delay or rejection of the application.

10. Quarterly Funding Windows

Funding Windows	Date application to be received by
April	31st March
July	30th June
October	30th September
January	31st December

STAMFORD TOWN COUNCIL GRANT APPLICATION FORM

Section 1: Organisation Details

Name of Organisation:	
Contact Name:	
Position in Organisation:	
Address:	
Telephone:	
Email:	
Website (if applicable):	

Section 2: About Your Organisation

Year Established:	
Type of Organisation (e.g., charity, community group):	
Registered Charity Number (if applicable):	
Number of Members:	
Describe your organisation's aims and objectives:	

Section 3: Grant Type (Select One)

☐ Community Grant (Maximum £3,000)

☐ Small Grant (Maximum £750)

☐ Age UK Grant (For projects benefiting elderly residents)

Section 4: Project/Event Details

Project/Event Title:	
Project/Event Date(s):	
Project/Event Location:	
Brief Description of the Project/Event and its Objectives:	
How will this project benefit Stamford residents?	
Number of Stamford residents expected to benefit:	
Will the project/event be open to all?	Yes / No
Will there be an admission charge?	Yes / No
• If yes, amount:	**£**

Section 5: Financial Information

Total Cost of Project/Event:	**£**
Amount Requested from Stamford Town Council:	**£**
Have you applied for funding from other sources?	**Yes / No**
• If yes, please provide details:	
Please provide a breakdown of the project costs (attach quotes for items over £500): - if more space is required, please attached to the form	
Latest financial accounts or budget (attached)	**Yes / No**

Section 6: Organisation's bank details (for BACS payment):

Account Name:	
Account Number:	
Sort Code:	

Section 7: Supporting Documentation

Please ensure you attach the following:

- ☐ Latest financial statement or audited accounts
- ☐ Bank statement in the organisation's name
- ☐ Quotes for all expenditure over £500
- ☐ Letters of support (if applicable)
- ☐ Governing document or constitution (if applicable)

Section 8: Declaration

I declare that:

- The information provided is correct and complete.
- I have full authority to submit this application on behalf of the organisation.
- I understand that if the grant is awarded, it must be used only for the purpose outlined above.
- I agree to provide financial records and reports as required by Stamford Town Council.

Signed: _____

Print Name: _____

Position: _____

Date: _____

Section 9: Submission:

Completed applications should be emailed to **townclerk@stamfordtowncouncil.gov.uk** or sent to:

Stamford Town Council
Town Hall, St Mary's Hill, Stamford, PE9 2DR
Tel: 01780 753808

This policy will be reviewed every **three years**, or sooner if required. **Adopted 10th February 2025**.

For Office Use Only:

Application Reference Number:	
Date of Meeting Reviewed:	
Reviewed by & Proposal No.:	
Decision:	☐ Approved ☐ Rejected
Amount Awarded:	**£**
Date Notified	
Date of Payment:	