Kettering
TOWN COUNCIL

Community • Environment • Heritage

VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY   SUMMER 2024

1. **INTRODUCTION**

2. The purpose of this policy is to govern the making of grants to local groups and organisations for the benefit of the community of Kettering Town.

3. The Council is committed to distributing available funding fairly, efficiently and effectively. This policy outlines the Council's approach to Small Grant making to support community activities. These awards can be made to Community and Voluntary Organisations, Registered Charities, Charitable Incorporated Organisations, (CIOs) and to other bodies or individuals.

4. Funding awards are made at the discretion of the Council and will be dependent on the availability of funding, which is determined in the annual budget. Activities funded must be consistent with the strategic aims, objectives and priorities of the Council. All funding applications will be determined on their objective merits. No organisation is entitled to funding because it may have been granted funding in the past or for any other reason. The Council must ensure proper, prudent and effective use of public money; and eligibility for grants is aligned with specified criteria. This allows the Council to focus on supporting organisations to achieve their best and to meet clearly identified needs.

5. The Council will aim to keep the process straightforward, transparent and accessible.

2. **ALIGNMENT WITH TOWN COUNCIL POLICIES**

1. The Council's corporate plan sets out its objectives and policies. This grants policy is focused on delivering outcomes against the following priority areas in the coming year .

    - **Measures which help address the cost of living pressures on local residents**
    - **Measures which improve mental health and wellbeing**

2. Applications should demonstrate that funding will be used to support one or both of these priorities.

3. We invite applications which.

    • target resources to meet identified needs;

• maximise leverage (for example match funding);
• maximise sustainability (economic, environmental and social) and improve local bio-diversity;
• achieve greater accountability and openness

3. WHO CAN APPLY

1. Charities, CIOs, community and voluntary groups, clubs, and not for profit organisations are eligible to apply for funding. Schools, School Parent Teacher Associations, Friends of groups, religious bodies and health charities can apply for funding which evidence programmes or projects that benefit the wider community.

2. Applications will not be accepted from private businesses, for-profit organisations where funding would contravene local government Subsidy Control or any other legislation, Statutory bodies or political parties, or from religious bodies where the money will be used primarily for religious purposes or religious buildings or facilities.

3. Advice on completing the application forms will be available from the Voluntary Sector Network. Forms will be available through the Council's website or on request from the clerk. The Council will endeavour to advertise the availability of grants as widely as possible, including through the local Voluntary Sector Network.

4. Subsequent applications from the same organisation will not be entertained until the previous ones have been determined.

4. WHAT WILL BE FUNDED

1. The following costs are allowable
    -   Core running costs including employee costs
    -   Programme or activity costs which are directly relevant to the application;
    -   Travel and transport costs associated with events in Kettering
    -   Hire or purchase of equipment for meeting project needs, including sports equipment;
    -   Venue hire (excluding hire of group's own premises) relating to the application;
    -   Technical assistance;
    -   Events within Kettering
    -   Publicity, marketing;
    -   Volunteer expenses.

2. The following costs are not allowable:-

    -   Projects or activities primarily delivered outside the Council's area
    -   Activities which are discriminatory, political, or religious
    -   Where there is statutory funding provision available
    -   Capital costs

- Costs that can be claimed back from elsewhere e.g. VAT
- Costs towards banking charges or repayment of debt
- Retrospective costs e.g. activities completed
- Gifts and prizes
- Alcohol
- Works to facilities that are/should be subject to an insurance claim

3. This grants fund expects to make payments of between £500 and £3000 only.

5. DECISION MAKING AND GRANTS

1. This policy will be approved and amended from time to time by full Council. Decisions to make grants are delegated to the Finance and Governance Committee, which will meet in public.

2. This grant rounds will be open from 15th July to 9th September 2024. The Committee will meet in mid October to make decisions.

3. The Committee will be provided with a report summarising each eligible bid and a copy of the application form.

4. Grant payment will usually made by bank transfer within one week of the decision being communicated to the applicant.

5. Organisations in receipt of funding are required to comply with terms and conditions set out in any offer letter. They will be asked to report in writing on how the grant has been used within six months of the spending having been completed, providing whatever data has been collected about the impact of the spending or reporting against any criteria agreed at the point of a grant being awarded.

6. The Council gives no undertaking that grant funding under this scheme will be available in future financial years.

7. If an application is unsuccessful there is no right of appeal

6. DATA PROTECTION

1. A Data Protection Impact Assessment (DPIA) is a process to help identify and minimise the data protection risks of a project. The council is required to undertake a DPIA for processing that is likely to result in a high risk to individuals.

2. The council has considered the data protection implications of processing community grants. This processing is compliant with the provisions in the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR). The council has considered the data protection implications of processing. Further details of how personal data is processed and kept securely can be found in the Privacy Notice on the council's website.

19/6/24