



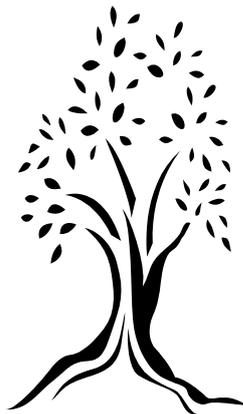
## KEIGHLEY TOWN COUNCIL

# Grants & Sponsorship

Guidance for potential applicants

### CONTENTS

Introduction .....	2
Monies Available .....	2
Funding Scheme .....	2
Grant Award Criteria .....	3
How to apply .....	3
How we process the grant application .....	4
What we will do after a decision is made .....	4
What happens after the award .....	4
Further advice .....	5



## INTRODUCTION

The purpose of this document is to advise those wishing to apply for a grant/sponsorship on how to make an application, how the application is considered and the process once a decision has been made.

## MONIES AVAILABLE

Each year the Council agrees on how much it can set aside for grants and sponsorships. Funding is available from 01 April and applicants may apply for a grant at any time during the year. If all the allocated money has been committed before the end of the year then there will be no money available until the following April.

## FUNDING SCHEMES

Keighley Town Council has three funding schemes in place for grant funding. These are:

### Acorn Fund – for grants up to £250.00



This fund is intended for things which are unlikely to find another form of funding and can be given to any person or group which has a project or need to hire/purchase an item to help with their work for the community.

There is no minimum to the value applied for under this fund and the maximum value awarded is £250.00. To apply you will need to complete a simple form explaining what you are doing along with a breakdown and costs of what you require the funding for. If this is part of a larger project then you would also need to complete a breakdown of project detail costings from other funding which you expect to receive.

This application will require your Ward Town Councillor to complete a section within the form to support your grant application. A member of the Council's Finance and Audit Committee to sign and also for a member of the Town Council to sign the form prior to the Town Clerk/RFO completing authorisation of the grant.

### Oak Fund – for grants above £250.00 and less than £1,000

This fund is intended to be used when the amount of funding required is more than £250.00. The maximum awarded under this fund is £1,000. The fund would not normally provide revenue/core funding.

To apply for this you would be required to complete a more detailed form and quotations. If this is part of a larger project then you would also need to complete a breakdown of project detail costings from other funding which you expect to receive.



If you are applying on behalf of a group/charity which is required to publish accounts, you will be asked to provide a copy of your last accounts. If your group has been running for less than a year, you will be asked to provide one business and one personal reference. Applications for the Oak fund will be considered at the monthly Finance and Audit committee meetings. Applications will need to be received by the office at least 7 clear days before the meeting.

### Grants/Sponsorship exceeding £1,000



Your group/organisation may wish to apply for a bigger pot of money. The criteria from the Oak fund will be applied however this form should be completed for any requests exceeding £1,000. Application will be reviewed by the Finance and Audit committee who may only make a recommendation to the next Full Council meeting to award the grant/sponsorship request.

## GRANT AWARD CRITERIA

The Council is obliged to ensure that monies granted represent value for the people of Keighley and as such the following general principles/tests are applied when evaluating grant applications.

1. Organisations requesting grants are asked to submit a copy of their audited accounts for the last year along with their most recent accounts or bank statements covering the previous three months and a copy of their constitution. We do this because we have to be sure there is genuine need and if for instance the organisation has a healthy bank balance then we believe those monies should be utilised first. We recognise that the level of audit to which the accounts will have been subjected will vary according to the nature and scale of the organisation making the grant application. **Applicants for the Acorn fund are exempt from this criteria.**
2. Organisations that have only recently set up and do not have audited accounts should not be discouraged from applying but should provide a financial statement regarding their proposed budget instead. Applicants must also provide one business and one personal reference if their organisation has set-up in the last 12 months.
3. That requests should only be considered from local organisations or local branches of national organisations where evidence of local involvement can be provided. We do this as we are under an obligation to ensure that grants/sponsorships are beneficial to the local community.
4. That the organisations applying should identify the specific use for the grant and the residents who would benefit from the grant. We need to know the purpose to which the information will be put to ensure it represents value for money and brings benefit to the Community of Keighley. You may be encouraged partnership working in similar areas to ensure there are no over laps or gaps in funding.
5. That in the case of sponsorship the applicant agrees to ensure that the event is promoted as being sponsored by Keighley Town Council. We ask this in order that the contribution of the Council is recognised.
7. In the cases where applicants are successful they are required to provide a short written report of the award on the outcome and what has been achieved through spending the money. We do this so we can show that we are bringing benefits to the community.
8. The Council takes its responsibilities seriously and would not make a grant to an organisation that could not demonstrate that it acts in accordance with best practice in relation to equalities and fairness. The Council seeks to minimise the potential for any discrimination in any form.
9. It is generally seen as positive that applicants are seeking funding from other sources (match funding). This demonstrates that the applicants are not solely reliant on the Council for an award and are actively seeking funds from other sources

## HOW TO APPLY

To apply for a grant, please download and complete the application form which is available at [www.keighley.gov.uk](http://www.keighley.gov.uk) and click on the tab for 'Grants' section. Applications are also available on request from the Town Clerk office on request. Please complete the sections in the application form as fully as possible and pay particular attention to the award criteria in the previous section. Your grant application will be treated as a public document and you are therefore advised not to include any sensitive information which may threaten the security of your organisation or individuals linked to the organisation. An example would be the inclusion of bank details.

## **HOW WE PROCESS THE GRANT APPLICATION OR DONATION REQUEST**

The application/request will be placed on the agenda for consideration by members of the Finance and Audit Committee. The application will be assessed on the following areas (subject to meeting the criteria):

- How well the grant meets the needs of the community, providing benefit to the inhabitants
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- What level of contributions has been, or will be, raised locally
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
- How the organisation or group is managed, as indicated by the constitution

They will decide the application based on the information provided and may decide to:

- Grant the application/request
- Reject the application/request
- Grant the application/request for a reduced amount
- Request further information.
- Recommend the application/request for approval to Full Council (for grants exceeding £1,000)

You can attend the meeting at which your application/request will be determined however you must give three days notice to the Town Clerk in accordance with our Standing Orders. If Members wish they may with the permission of the Chairman ask questions to clarify any points on the application form. All our meetings are open to the public and press except where there are matters that are confidential to discuss, in which case the public will be excluded from those agenda items. Discussion of grant applications will almost always be in public.

## **WHAT WE WILL DO AFTER A DECISION IS MADE**

When a decision is made you will be informed as soon as possible as to the outcome. This will generally be by letter or email in order that we have a record that we notified the applicant, but more importantly in order that the decision is communicated as quickly as possible. Should your grant/request be approved then we would aim to send a cheque to the person nominated on the application form after the next Finance and Audit or Town Council meeting.

## **WHAT HAPPENS AFTER THE AWARD**

The Council wishes to ensure that monies are spent wisely and that community benefit is tracked, we therefore require applicants for grants to note the following:

1. Successful applicants must provide receipts or other evidence of expenditure to the Town Clerk/RFO within 6 months on completion of the grant award. They should show that funds have been used for the purpose specified in the application.
2. Acknowledgments of financial support received from the Council will be required on documentation and any promotional material literature or other media. Successful applicants should agree to:
  - Acknowledge KTC as a funder/partner in the media
  - Display KTC logo on publicity material
  - Agree to any reasonable joint publicity KTC may require
  - Provide article for the KTC magazine
  - Give permission for use of photographs in the media

- Provide a statement or report of how the money has been used or a presentation (at an agreed date)
- Memorandums of agreement and feedback forms will be sent to the successful applicants for completion.

3. If the organisation ceases to exist for any reason prior to spending the grant or fails to spend the monies within 12 months of the award, the Council may ask for all or part of the monies to be returned.

#### **FURTHER ADVICE**

Should you have any questions please contact the Town Council on 01535 618252 or [townclerk@Keighley.gov.uk](mailto:townclerk@Keighley.gov.uk).

---

**Please use this guidance document to help you complete the applications forms listed.**



Acorn Fund – Small grants application for funding upto £250.00



Oak Fund – Grant application for funding from £250.00 and up to £1,000



Grants & Sponsorship – For applications for funding which exceeds £1,000