

# BINGLEY TOWN COUNCIL



Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF

## **Bingley Town Council**

### **Grants Schemes: Guidelines and Criteria for applicants**

**Date of review: 8<sup>th</sup> April 2024**

**Next review: March 2025**

Bingley Town Council is keen to contribute financial support to projects being developed by community organisations for purposes which strengthen the community and enhance the well-being of residents and their environment, within Bingley parish. Grants may complement other sources of funding and this is encouraged.

Bingley Town Council operates **three grant schemes:**

- A) Small grants to community organisations (up to £500)**
- B) Larger grants to community organisations (for grants up to £2,000)**
- C) CIL funding (usually for larger projects): more information and the CIL Policy can be found on the Town Council's website**

Application forms to apply for all these grant schemes can be obtained from:

Eve Haskins, Town Clerk to Bingley Town Council at:

Bingley Town Council  
The Hub  
Myrtle Place  
Bingley  
BD16 2LF

Or via e-mail: [enquiries@bingleytowncouncil.gov.uk](mailto:enquiries@bingleytowncouncil.gov.uk)

All applications will be considered by the Town Council on their merits. If some aspects of your application fall outside the guidance and criteria below, you may still apply, but you should make a very clear case as to why you believe your project should be awarded funds by the Town Council.

If you have ideas for a project which would require more funds than either of these Grant Schemes could provide, please, nonetheless, come and talk to the Town Council, so that consideration can be given to the possibility of earmarking additional funds in future years' budgets.

## Process information and guidance for applicants for grant schemes

1. The Town Council will normally decide on grant applications at the next appropriate Finance and General Purposes Committee (F&GP) meeting following receipt, however we reserve the right to only review grant applications 3 times per year – at the F&GP Committee meetings in June, October, and February (subject to budgeted funds still being available throughout the year).
2. In order for an application to be considered at one of the grant allocation meetings, your completed application, including all supporting document, should be received by the Town Clerk no later than the first Wednesday of the month in which you wish your application to be considered. It is always advisable to discuss your application with the Town Clerk at an early stage, and certainly prior to submitting it, but please note that your application cannot be dealt with, or funds reserved for your scheme, until you have submitted all the required paperwork. The Town Council may invite a representative from your organisation to attend the meeting at which your application is to be considered, to answer any questions which might arise.
3. Please provide full written information on the scheme you are applying for, together with your application form. Failure to provide this information may result in your application being refused or deferred to a later meeting. If your accounts show that your organisation is holding significant financial reserves, please explain fully why you are applying to the Town Council for financial assistance (e.g. your existing funds may be reserved for other specific purposes and not available to be used for the project which is the subject of your application).
4. The Town Council will normally only award grants to organisations which have a formal legal structure (e.g. constitution; memorandum and articles etc.) **and** a bank account in the name of your organisation. If you are not able to provide evidence of these requirements, you may wish to find another constituted organisation which is willing to act as the accountable body for your application (i.e. receiving, holding, and accounting for the spending of any grant you receive on your group's behalf).
5. Any group that is given a grant will be expected to account for how the money has been spent and to provide, within 12 months, a short report on what the grant has been used for, including receipts and photographs where appropriate. It is a requirement that the grant is:
  - a. spent on the items or services specified on the application form, and
  - b. normally spent within 12 months of being awarded.

Where this is not the case, for a. the Town Council reserves the right to ask for the return of the grant allocated to your organisation; for b. the Town Council reserves the right to ask for the return of the unspent monies, or allow a longer period for the project to complete. As soon as you realise that the conditions above are unlikely to be met, you should inform the Town Clerk. You may be asked to attend a Town Council meeting to provide additional information about how the allocated funds have been used. You will be invited to the Annual Town Meeting and may be asked to give a short presentation of how your grant has benefitted Bingley parish and its residents. The Town Council may also use information about the funding to your group in its newsletters and other information, publicity material and communication channels.

6. Grants cannot be paid to individuals or to groups whose membership is closed and not open to residents as a whole. You must demonstrate that most of your members/beneficiaries live in the parish of Bingley.
7. Applications to support the day to day, on-going, running costs of a group will not normally be approved by the Town Council, unless for a start-up grant, or you can clearly show that a grant would assist your organisation to cover a temporary funding shortfall and/or move quickly to financial independence and sustainability without further recourse to grant aid.
8. Copies of quotes for capital items and works, provision of services, or photocopies of items to be purchased with costs (e.g. from catalogues) must be submitted with all applications (except for start-up grants, where the Town Council will accept reasonable estimates for start-up costs over the coming year). One written quote or photocopies from a catalogue will be acceptable for items which you are applying for which are below £500. Applications for items or work over £500 should be supported by 3 written quotes.
9. Consultation. If you are intending to carry out a project which may impact on other people in any way, you should make sure you have carried out consultation with affected parties and tell the Town Council about the results of the consultation. If planning permission, or any other form of permission, is required for your project, you will need to have such permission in place prior to making an application to the Town Council for a grant. The Town Council will require sight of any such permission.
10. The Town Council does not provide grants for specifically party-political or religious activities.
11. Applicants should show a commitment to equality, accessibility and diversity.
12. You must agree to acknowledge the contribution of Bingley Town Council in any publicity material produced relating to the scheme supported. If you do not do this the Town Council reserves the right to ask for the return of the grant allocated to your organisation. The Town Council may ask to see such publicity material before it is printed. The Town Council may arrange its own publicity about the scheme which you agree to participate in.
13. Grants may complement other sources of funding and this is **actively encouraged**. Details of other sources of funding applied for should be included on the application form.
14. Organisations will not normally be awarded more than £2,000 in grant monies from the Town Council in a rolling 12-month period (unless your organisation is acting as the accountable body for another local group). Multiple applications from an organisation are acceptable, as long as cumulatively they do not exceed the monetary limit above.
15. Retrospective grant applications are not permitted.
16. Where possible please submit your application and supporting documents electronically.

### **Criteria specific to the Small Grants to Community Organisations Scheme**

You may apply to the Small Grants Scheme for the following sorts of activities and purposes:

- a) to assist a new organisation to establish itself by providing funds for initial room hire for meetings; stationery; publicity; postage etc. (start-up grant);
- b) for special events, promotions and activities;
- c) for items of equipment or minor building refurbishment.

Grants made under this Scheme will normally be up to a maximum of £500.

### **Criteria specific to the Larger Grants to Community Organisations Scheme**

You may apply to the Larger Grants Scheme if you are a well-established community organisation which has a proven track record for providing significant benefit to the community within the Bingley parish through either:

- organising, and delivering a range of social, community, or environmental activities;
- providing premises for community activities.

You may apply to the Larger Community Grants Scheme for the following sorts of activities and purposes:

- a) special events, projects, promotions and activities which will impact positively on a significant number of people within Bingley parish;
- b) pilot/feasibility schemes to develop your activities;
- c) larger items of equipment;
- d) building improvements;
- e) environmental improvements.

Grants under this Scheme will normally be up to £2,000.