



Policy	Discretionary Grants Awarding Policy
Date Updated	November 2024

1. Introduction

1.1 Glastonbury Town Council (hereinafter referred to as GTC) is committed to providing support to community groups and organisations working in the town to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the town.

1.2 The Council recognises the significant contribution made by the voluntary and community sector and other not for private profit organisations in delivering services and projects that add value to the Council's priorities for the town.

1.3 In recognition of this contribution the Council seeks to establish and maintain a positive working relationship with local organisations, including, where appropriate, the provision of grant aid/financial support etc.

1.4 Any provision of grant funding from GTC will seek to support activities that are 'open to all' and do not exclude or discriminate any specific group of people, as defined by the Equality Act 2010.

1.5 GTC will not authorise the award of a grant which goes against the council's policies or seeks to reverse a previous council decision.

1.6 This policy sets out the terms and conditions under which funding applications to the council should be made, the criteria for the award, and the context in which applications will be considered.

1.7 The decision of the relevant committee regarding an application is final and there is no right to appeal.

2. Grant Programmes

The Council operates three different grant programmes:

2.1 Youth Committee Grants – for grants generally up to £500 relating to services, events or initiatives specifically for young people and comply with the conditions below within its budgetary provision.

2.2 Glastonbury in Bloom Grants – for grants relating to floral displays, gardening and growing etc and comply with the conditions below within its budgetary provision.

2.3 Finance and General Purposes Committee Grants – for grants that do not fit in with the above programmes but comply with the criteria below within its budgetary provision. **Please note that our annual budget for grants is £10,000.**

3. Eligibility

3.1 Applications will be accepted from organisations that are Not-for-private-profit such as, but not limited to:

- a. Local Registered Charities (registered with the Charity Commission and that have a charity number).
- b. Unincorporated Associations (includes small volunteer led community groups, sports/hobbies groups, residents' groups, playgroups, youth clubs etc.) that have a simple constitution such as Terms of Reference.
- c. Community Interest Companies (CIC).
- d. Charitable Incorporated Organisations (CIO).
- e. Schools/Academies (providing the activity is beyond their statutory responsibilities).
- f. Social Enterprises, Co-Operatives and Mutual organisations.
- g. Faith-based organisations (where the application is for something that demonstrates wider community benefit).

3.2 In addition, all applicants must:

- a. Be for the benefit of residents of Glastonbury Civil Parish, but not limited to its boundary.
- b. Be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.
- c. Have an open-door membership policy and provide services that are accessible to all. This does not preclude equality specific organisations (e.g. single gender, faith based, LGBTQ+ or BAME) from applying as long as they can demonstrate that they also comply with the Equality Act 2010.
- d. Are formally constituted with a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related and have a bank account in the organisation's name.
- e. Be able to demonstrate financial need and that other sources and options for funding have been considered.
- f. Be able to demonstrate that the award of a grant provides 'Additionality' to the core service of the group/organisation. (The principle of 'additionality', decrees that money should go only to projects that would not have gone ahead without additional funding).
- g. In the case of projects that involve work on a building or outdoor space (capital), the group or organisation must:
 - i. Own the freehold of the land or building, or have a lease which cannot be ended by the landlord for at least five years after the work has been completed.
 - ii. Have the relevant permissions/licenses in place (e.g. planning consent).

3.3 In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:

- a. Have a safeguarding policy;
- b. Have completed DBS checks as appropriate;
- c. Have undertaken safeguarding training as necessary.

3.4 Eligible activities

Eligible	Not Eligible
<ul style="list-style-type: none"> - Activities - Events - Equipment - Feasibility Studies - Publicity and Publications - Repairs and Maintenance - Site and Building Works - Training and or Workshops - Travel and Transport (not overseas) - Venue Hire - Refreshments (not Alcohol) 	<ul style="list-style-type: none"> - Retrospective Funding (for items or activities already purchased or that have happened) - Purchase of Alcohol - A service that the state is obligated to provide - Contingency costs, loans, endowments or interest - Land or buildings where ownership (freehold or leasehold) is not yet established - Political or religious activities - Purchases of items on behalf of others - Recoverable VAT

Note: The above lists are indicative, not exhaustive.

4. Assessment Criteria

4.1 All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of Glastonbury. The assessment process will use three main criteria:

1. Feasibility Assessment	2. Priority Assessment	3. Economic Assessment
<ul style="list-style-type: none"> • Does the subject of the grant application benefit residents of Glastonbury? • Will it be spent within 12 months of receipt of the funding? • Does the organisation have clear and robust governance in place – properly constituted, a suitable board / management group, appropriate policies in place? 	<ul style="list-style-type: none"> • Does the project fulfil an evidenced need? • Does the project contribute towards the development of Glastonbury and directly benefit its residents? 	<ul style="list-style-type: none"> • Does the proposal provide good value for money? • Does the applicant have a bank account, and can it provide recent annual accounts or an annual budget? • Is the applicant organisation solvent? • Does the applicant organisation have more than sufficient reserves from which it could fund the activity/project itself?
<p>Other areas of consideration which will strengthen an application:</p>		
<ul style="list-style-type: none"> • Collaborating with other groups involved in this type of work • Efforts to seek additional funding from other sources • Evidence that the grant will reduce the organisation’s reliance on further grant funding • If the organisation has not applied to GTC in the past or for a long period of time 		

5. Grant Conditions

5.1 Grant monies awarded must only be spent on activities as described in the application and within one year of the award.

5.2 The Council will require details of how the grant was spent, and in the case of capital projects or the purchase of equipment the provision of receipts, within one year of it being granted.

5.3 Grant recipients will be required to report back to the relevant committee either by presentation or writing.

5.4 For items £500 and over, best value should be demonstrated by providing quotations received.

5.5 Any unspent funds after one calendar year of the award must be returned to the Council.

5.6 Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

5.7 If awarded a grant, Glastonbury Town Council will require recognition of the grant by way of displaying the Town Council logo and mention in any promotion. The Town Council would welcome an invitation for the Mayor and/or the Deputy Mayor and/or the Town Clerk to visit the project and attend any official opening.

6. Data Protection

6.1 In signing the application form, you give permission for Glastonbury Town Council to use the information that you provide;

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council;
- and, during the life of a grant, if awarded, to administer and analyse applications and grants.

6.2 The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

7. Funding Timelines

7.1 Glastonbury Town Council's Youth Committee and Glastonbury in Bloom committees make award year-round. The Finance and General Purposes Committee meet twice a year and consider awards in July and December. Details and the necessary forms can be sought from GTC officers in the Glastonbury Information Centre or via 01458 831 769 or office@glastonbury.gov.uk.