



2023/24

HYTHE TOWN COUNCIL GRANT APPLICATION

Please read the attached Terms and Conditions before completing this form

PART A: To be completed by the applicant. If completing by hand, PLEASE PRINT	
Applicant Name:	[REDACTED]
Position:	Chair
Organisation Name:	Hythe Green Preservation Society - HGPS
Organisation Type: (please see attached Ts & Cs for eligible organisation types)	Community and voluntary group with an appropriate governing document
Company/Charity number	N/A
Address:	[REDACTED]
Telephone:	[REDACTED]
Email:	[REDACTED]
Project Name:	Bluebell seeding of Hythe Green
Short description of what the grant will be spent on:	HGPS is seeking match-funding (or similar) to help develop a sustainable bluebell carpet within the Woodland Walk and also across Hythe Green Wood, projects recently delivered by HGPS. The funding will be spent entirely on English bluebell seeds.
Project Dates:	Start: October 2023 End: October 2023

Payment Details	
Name of Bank NatWest	Account Name: Hythe Green Preservation Society
Sort Code [REDACTED]	Account Number: [REDACTED]

Office Use Only

F&GP Meeting date ____ / ____ / ____ Passed Y/N Minute No ____

Amount of Grant Awarded: £ _____

Signed...

Date: _____

Print Name: (Chairman of F&GP Committee)

Project Details

1. Project Description:

Please describe your project (max 200 words)

HGPS is committed to establishing a viable bluebell planting throughout the western boundary (Woodland Walk) of Hythe Green as well as among the recently planted wood of 200 trees in the south western corner of Hythe Green. This year represents the third year of bluebell seed and bulb planting. Seeds will take 4 years to flower before becoming perennial additions to this area. HGPS is keen to seed the ground as fully and quickly as possible in order to bring this about.

2. Evidence of community need / support

Please provide the justification for your project (max 200 words)

The Woodland Walk, Hythe Green Wood and associated continuing planting and environmental enhancements represent popular local initiatives. The bluebell wood development is a particularly enthusiastically awaited feature. Over the four years that HGPS has been involved in raising finance and delivering the walk and the wood, local residents have overwhelmingly supported and encouraged HGPS volunteers.

3. Location:

The seeds will be sown along the western boundary of Hythe Green and throughout the Wood which occupies the south western corner of Hythe Green.

4. Legacy and beneficiaries

Legacy will be a permanent, perennial and growing naturalisation by bluebells of these public amenity spaces which already enjoy wide support. Beneficiaries will be all those who use the Green.

5. Funding request:

How much are you asking for (minimum £100)?

We are looking to match the £400 that HGPS has already spent this year on bluebell seeds. This sum purchases 100,000 seeds.

6. How will you spend the grant?

Please provide an accurate breakdown of the proposed spend

Item	Cost
English bluebell seeds	£400
Other	£0
<i>Total</i>	£400

7. Please submit evidence for each of the above costs (e.g. a quote or copy of brochure or a web link showing prices). For staff costs, please attach a breakdown of hourly/daily cost and number of staff.

*** Applications must include supporting evidence to be eligible for funding ***

Money granted will be spent entirely on seeds. Sowing, etc will be undertaken by HGPS volunteers. Source www.wildwoodbluebells.co.uk (£400 = 100,000 bluebell seeds). This would exactly match HGPS' current commitment for 2023.

8. Other funding

HGPS has already committed £400 to this year's sowing. Receipts available where required.

DECLARATION

Data protection The information provided to the Council for the purposes of applying for funding will be held securely by the Council at all times. The Council may share the information with: •

external agencies and the wider public to ensure that the project is delivered successfully

- other grant making bodies to identify and prevent fraud
- other organisations, if required to do so by law.

You and the Council agree to comply with applicable data protection legislation.

The council's privacy notice can be viewed online at www.hythetc.kentparishes.gov.uk/policies

By submitting this form, you agree to the following:

- you and the organisation you represent will comply with the requirements in this application and the attached Hythe Town Council Grant Policy and Conditions. This includes maintaining records on how the grant was spent (i.e. invoices and receipts) which must be made available to the Council upon request. You confirm that the funding will be spent as detailed in this application or returned to Hythe Town Council. You also confirm that you are entitled to apply on behalf of the organisation specified above. Hythe Town Council reserves the right to request the return of the grant if these terms and conditions are breached,
- if your application is successful, you will send a completed Project Update form to Hythe Town Council as soon as your project is completed or within six months of receiving the grant

Please indicate whether you have anything to declare under Clause 34 of the Ts & Cs and, if yes, show evidence thereof by attaching separate documentation

You undertake to the Council that you have obtained all the necessary planning, licensing, permissions, insurance and other consents as may be required for your project and that these are in place or will be in place prior to the commencement of the project.

By submitting this application, I confirm that I have read and agree to the above declaration and that I will comply in every respect with the 2019/20 Grants Policy [Terms and Conditions](#) (please indicate:)

Type Name: **[REDACTED]**

Date: 27/9/23

Please send the completed form to the Town Clerk. Contact details; clerk@hythe-tc.gov.uk

PART B: F& GP Committee Approval To
be completed by the F & GP Committee

Members of the Council should declare any interests that fall under the following categories. Please see below for definitions¹:

Please tick if applicable

- a) disclosable pecuniary interests (DPI);
b) other significant interests (OSI);
c) voluntary announcements of other interests

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Members who have declared either a DPI or an OSI should check with the Council's Monitoring Officer before approving the grant. Members should also ensure that the award of this grant complies with the 'Councillor's Code of Conduct'. Please refer to the Council's Monitoring Officer for guidance.

Applicant Name:		
Alignment with corporate objectives	Appearance Matters <input type="checkbox"/>	Health Matters <input type="checkbox"/>
Member decision on proposal:	<i>Amount approved</i>	
	£	
Signed:		
Date:		

¹ Explanations as to different levels of interest

(a) A member with a disclosable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with another significant interest (OSI) under the local code of conduct relating to this grant must declare the nature as well as the existence of any such interest. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

Please email the completed form to clerk@hythe-tc.gov.uk or post/deliver to Julie Abbott, Town Clerk, Oaklands, 1 Stade Street, Hythe, Kent. CT21 6BG



HYTHE TOWN COUNCIL GRANT APPLICATION - Project Update Form

Please send this completed form to the Town Clerk as soon as your project is completed or within six months of receiving your grant whichever is earlier

GRANT REFERENCE NUMBER (Decision Number):	
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APPLICANT NAME:	
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ORGANISATION:	
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PROJECT NAME:	
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AMOUNT OF GRANT AWARDED:	
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PROJECT COMPLETION DATE (actual or expected):	
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Please confirm whether the whole of the grant was spent as described on the application form?	
YES or NO	(If no, please provide details)

How well and in what ways did your project or activity benefit the local community? (max 200 words)
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How did you publicise the Grant support for your project? (Please attach copies of any publicity and photographs) (max 200 words)

HGPS volunteers are always talking to users of the Green and engaging with them. This bid is a continuation of an enthusiastically endorsed planting scheme. We have featured the bluebell planting in our AGM and minutes, in regular Facebook communications and in associated events where HGPS volunteers talk to local users of the Green

How important was the Grant to your project? (max 200 words)

HGPS has limited funds. We allocate as much as we are able to such agreed and continuing projects. Seeds take 4 years to mature, therefore we are keen to sow the ground as fully and quickly as we can in order to bring this about as soon as possible. HTC support will significantly help to make this happen sooner than if we are left alone to achieve this.

Please email the completed form to the Town Clerk. Email; clerk@hythe-tc.gov.uk

HYTHE TOWN COUNCIL GRANT APPLICATION

Terms and Conditions



Overview

1. The Hythe Town Council Grant Scheme provides grants to spend on community projects that help deliver the Council's strategic objectives.
2. Grants are intended to support projects or activities that benefit the community.

Eligible Projects

3. Funding may be provided for projects or one-off items, which:
 - Support community projects (including art, youth and sports projects);
 - Improve health and wellbeing;
 - Address community safety issues;
 - Improve community services or facilities in a local area;
 - Promote better community relations and cohesion;
 - Maintain local open spaces and leisure facilities;
 - Improve the local environment or appearance of an area;
 - Provide support to a particular group in line with the council's public sector equality duties
 - Projects must be delivered within 12 months of the date of receipt of funding
4. Funding will not be provided to:
 - Reinstate a cut in service or activity arising from an earlier policy decision of Hythe Town Council or other public body;
 - **Finance ongoing yearly spending commitments;**
 - Benefit individuals or privately owned businesses;
 - **Support the mainstream activities of a community or voluntary organisation;**
 - Submit **retrospective** applications (i.e. it is not permitted to purchase an item and then submit an application for funding).
 - Projects that do not support the Council's Corporate Objectives or Policy
5. The decision whether or not to provide funding rests with the F&GP Committee, provided that the bid meets the terms and conditions set out in this document.

Eligible Applicants

6. Funding applications can be made by organisations located within the District or which can demonstrate that they have a strong connection with the local area. Eligible organisations are:
 - Community Interest Companies;
 - Charitable Incorporated Organisations;
 - Registered Charities;
 - community and voluntary groups with an appropriate governing document (see guidance here: <https://www.gov.uk/guidance/how-to-write-your-charitys-governing-document>);
 - Schools and other organisations working for the benefit of the local community.

7. Applications for funding cannot be accepted from:
- Local authorities
 - Individuals
 - Privately owned businesses (unless the grant is for a community project)
 - Political parties
 - Hythe Town Council Members or persons associated² with them (to avoid any potential conflicts of interest)
8. Applications will be considered from religious groups (but not for the purpose of worship) and these bodies must be able to demonstrate how their proposal will bring wider community benefit.
9. All payments made under the Grant Scheme are allocated on a one-off basis, at times and on grounds which shall be at the exclusive discretion of the Council. No ongoing financial support is provided and the Council will not be liable for any ongoing costs that the project may incur for revenue and/or capital expenditure.
10. Applications must include **an accurate and thorough description** of what the funding is to be used for **and supporting evidence** (each contained in the section headed **Project Details** in **Part A** of the Application Form) in order to allow members and officers to assess the merits of the bid against the criteria and conditions of the scheme, as set out in these Terms and Conditions.
11. Applications must include details of a nominated bank account so that an electronic transfer can be made. **The bank account must be in the name of the group or organisation applying for funding.** Funds cannot be paid to a bank account in the name of an individual.
12. The nominated bank account must require two unrelated people to authorise cheques and make withdrawals
13. **Applications must show a breakdown of the proposed spend including evidence** (e.g. quotes or copies of brochures) when they submit the application form. Due to audit requirements, applications without supporting evidence cannot be accepted.
14. By submitting an application, applicants undertake that they have obtained the necessary permissions, licences, permits, insurance and other consents required to implement the project.

The application process

15. The Grant Scheme operates a two stage process:
- **Part A:** is completed by the applicant.
 - **Part B:** is completed by the F&GP Committee. **Part A –**

Application form

² Associated Person” means (either in the singular or in the plural):

- A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- Anybody of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- Anybody in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."

16. Part A must be completed by an authorised representative of the group applying for the funding.

17. Applicants then forward the Application & Approval Form to the RFO for review and approval.

Part B – Member decisions

18. Committee Members are encouraged to give priority to applications for funding which:

- Help to deliver the strategic objectives of the Council (as set out in the Corporate Plan);
- Are consistent with the Council's policies and plans;
- Demonstrate clear local support and/or need;
- Are consistent with town or parish community plans;
- Provide evidence of value for money;
- Seek match funding where possible

19. The Committee reviews the applications and decides how much they wish to allocate to the project.

20. The Committee members will adhere to the Councillor's Code of Conduct and the restrictions during election periods when making decisions.

21. The Committee Members are advised to avoid funding the same project two years in a row.

22. Subject to these Terms and Conditions, the Committee is free to decide how they wish to allocate their allotted funding.

23. Any budget not allocated by the closing date, will, at the discretion of the F&GP Committee, be under review and may be allocated separately before the end of the financial year.

24. Completed forms should be emailed to clerk@hythe-tc.gov.uk

Officer review

25. The Council officer checks that the application complies with the terms and conditions of the scheme (as set out in the Application Form and these Terms and Conditions).

26. Application Forms that are incomplete or do not meet the criteria as detailed in these Terms and Conditions will be returned to the Applicant.
27. The RFO will email the applicant as confirmation that the grant has been approved.
28. The Chairman of F&GP – will have the final decision on whether to award a grant if there is a compliance issue.

Compliance with the Council's financial procedures

29. The applicant must retain any relevant receipts in line with the Council's financial procedures. The Council reserves the right to request evidence of expenditure (e.g. receipts).
30. Spending under this scheme does not classify as a supply to the Council and therefore it is not possible to reclaim VAT on this expenditure.
31. Any irregularity or suspected irregularity involving Council funds, property or other assets must be reported immediately to the Responsible Financial Officer.
32. Any applicant who has had a criminal conviction in the last five years or is under investigation for any misdemeanour must declare this and this may at the exclusive discretion of the Council disqualify them from funding. If this applies please tick the relevant box in the Declaration section on page 3 of the Application Form and attach a descriptive list of such convictions and/or misdemeanours for the Council to consider.
33. If there is found to be any misrepresentation in the Application Form or any breach of these terms and conditions, it may at the exclusive discretion of the Council result in requirement on the applicant to repay to the Council all or part the grant, including all costs, losses, expenses and/or liabilities howsoever incurred by the Council.
34. Should your project not go ahead for any reason, please contact the RFO as soon as possible and definitely before the scheme closes so that the funding can be reallocated to another project.

Publicity

35. The Council will publish information regarding Grants on the Council website
36. Applicants are encouraged to publicise projects that are supported, in whole or in part, by the Grant Scheme.

Monitoring and Evaluation

37. Applicants will make available copies of all receipts and invoices relating to the grant to the Council's auditors. The Council reserves the right to inspect goods, works and/or services purchased using funding from the Grant Scheme.
38. Successful applicants must provide a project update to the RFO as soon as the project is completed or within six months of receiving the grant (whichever is earlier) and again on project completion (if this is later). Such project update will include photographs and other supporting evidence. Failure to provide evidence may make the applicant ineligible for further financial support and potentially require the applicant to repay the grant and costs incurred in accordance with clause 35 above.
39. Officers will keep appropriate records of the funding approved and expenditure incurred by the Council.

Equality and Diversity

40. The Council will adhere to its equality and diversity responsibilities in administering this scheme.