

# 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 another 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 apply for funding).
  - Projects that do not support the Council's Corporate Objectives or Policy
5. The decision on whether to provide funding rests with the Finance & General Purposes 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 associated<sup>1</sup> 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) 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 spending 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 applying, applicants undertake that they have obtained the necessary permissions, licences, permits, insurance, and other consents required to implement the project.

#### **The application processes.**

15. The Grant Scheme operates a two-stage process:
  - **Part A:** is completed by the applicant.
  - **Part B:** is completed by the Finance & General Purposes Committee.

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<sup>1</sup> 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 Responsible Financial Officer 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 Finance & General Purposes 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](mailto: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 Responsible Financial Officer will email the applicant as confirmation that the grant has been approved.
28. The Chairman of the Finance & General Purposes Committee – 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 misdemeanor 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 misdemeanors 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 a requirement on the applicant to repay to the Council all or part of 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 Responsible Financial Officer as soon as possible and 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 Responsible Financial Officer 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 a 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 expenditures incurred by the Council.

### **Equality and Diversity**

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