

## POST-COVID-19 RECOVERY GRANT AWARDING POLICY

Battle Town Council will put aside a sum of **£10,000** from General Reserves to be awarded in **grants of up to £500** to organisations or businesses **to assist with additional expenditure** incurred by the COVID-19 pandemic or **to provide special services** that will benefit the residents of our civil parish during recovery from the pandemic. Examples of additional expenditure include purchase of easy-clean toys for playgroups; purchase of safety equipment for businesses; provision of meals for those in need; school holiday activities; extra or special equipment for organisations offering support.

This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

The Council can only award grants using certain legal powers in order to provide funding for specific activities, equipment or projects that Members feel will be of benefit to our civil parish, residents or visitors. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant.

To qualify for a grant, an organisation or business must first complete a grant application form and submit it to the Town Clerk. The applicant must be able to demonstrate that any funding provided by the Town Council will be of benefit to the civil parish, its residents or visitors. The Town Council will not normally make grants to organisations outside of the Town Council area unless it can be demonstrated that there are direct benefits to the civil parish. Applications should be for 'one-off' grants that will not result in recurring expenditure to the Town Council.

Other factors that the Town Council will take into account when considering a grant application include:

- Whether the Town Council has the power to make this grant;
- Whether the grant will benefit the civil parish, its residents or visitors;
- Whether the application provides value for money.

**The Town Council will consider grant applications at the earliest opportunity**, either at a regular or an extra meeting of the External Relations & Town Development Committee or the next Full Town Council meeting. A response will normally be made within two weeks of an application being received.

Grants will not normally be made retrospectively and cannot be made to individuals. Although awards can be made to religious or political organisations, they may not be used for projects that involve religious or political activity.

### Procedure

1. Grant requests must be supported by a completed Recovery Grant Application Form.
2. Completed application forms and any supporting documentation should be returned to the Town Clerk either by email to [clerk@battletowncouncil.gov.uk](mailto:clerk@battletowncouncil.gov.uk) or by post to Battle Town Council, The Almonry, High Street, Battle, East Sussex TN33 0EA.
3. The Town Council would welcome a representative at the relevant meeting to answer any questions that may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment.

5. Details of which organisations have received a grant will be included in the Finance report given at the Annual Parish Assembly.

### **Terms and conditions**

1. The amount of the award will be at the discretion of the Town Council.

**2. Only one application may be made by any organisation or business.**

3. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in exceptional circumstances.

4. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Battle Town Council area or businesses where the benefit will be for this area.

5. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Battle Town Council area or where there will be obvious benefit to the Council's area.

6. The purpose for which the grant is made must be in the interest of the Battle town Council area or any part of it or all or some of the inhabitants of the area which is defined by the boundaries of the Town Council. The benefit to the area or inhabitants must be commensurate with the expenditure.

7. Groups from outside the Town Council area who can demonstrate direct benefit to the area are eligible to apply.

**8. The Town Council will take into account any previous Council grant made to an organisation or group when considering an new application.**

9. Grants will be awarded to a commercial venture to promote or enable access to, or use of, a service or business by residents or visitors, but not for commercial gain.

10. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.

11. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.

12. All grant recipients are required to provide the Town Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.

13. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation, group or business will be required to repay the grant to the Town Council.

14. Recognition of the grant from Battle Town Council must be made in any publicity.

15. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

**How will the application be assessed?**

1. How well the grant will meet the needs of the community, providing positive benefit to the civil parish.
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic
4. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.