

Grants Policy

Introduction

Trowbridge Town Council supports a number of organisations which are active locally, through the provision of advice and support to make applications for grant support from third parties or direct grant support. All applicants will be required to provide evidence of the number of people they support who are residents of the town and provide a copy of their most recent annual accounts.

Funds are distributed either directly from specific departmental budget commitments or by application. Recipient bodies will normally be asked to attend a meeting of the Full Council to receive their grants and will be asked to provide a brief outline to the council of the work of their organisation.

1. Advice and Support for External Grant Applications

The Town Council does not give general advice but will advise groups in the Town already supported by the Council and will pass on details of other grant giving organisations such as the Area Board and the Local Youth Network of Wiltshire Council, The Town Trust and St James' Trust and the Wiltshire Community Foundation which includes specific Trowbridge funds related to the Solar Farm.

2. Direct Financial Support

Financial support is provided directly from specific departmental budgets to the following. The Council requires each organisation to provide a copy of their most recent annual accounts:

- 2.1 Twinning Organisations** - The Town Council operates a separate budget in support of Twinning activities and any requests for financial assistance should be directed to the Town Clerk and not as a grant application. The budget is delegated to the Town Clerk in consultation with the Mayor. From this budget each of the four twinning groups (Charenton, Leer, Elblag and Oujda) are allocated £100 annually, the remainder of the budget supports the Mayor's activities relating to twinning and specific twinning events, in particular the hosting of visiting dignitaries. Normally no additional grant applications from Twinning groups will be considered for Grants or Hall Hire discounts.
- 2.2 Historic Buildings** - The Town Council operates a separate budget to support the repair and maintenance of historic buildings within the town through grant aid to the Historic Buildings Committee of the Civic Society. The Policy & Resources Committee is responsible for this grant; see agreement with Civic Society below (Appendix A).
- 2.3 Armed Forces Event** - The Town Council supports the independent 'Wiltshire Armed Forces and Veterans' organisation with an annual direct grant, in support of an event in Trowbridge Park and provides infrastructure support directly to the event, subject to the approved budget.

- 2.4 **Carnival** - The Town Council supports the independent 'Trowbridge Carnival' with an annual direct grant, in support of their range of activities throughout the year and provides infrastructure support directly to the events, subject to the approved budget.
- 2.5 **Trowbridge Community Area Future (TCAF)** - The Town Council supports TCAF with a direct grant and additional in-kind support by way of serviced office accommodation.
- 2.6 **Museum Exhibitors** - The Town Council supports exhibitors at the Museum with direct support (such as Cloth Road Artists) from the Museum budget.
- 2.7 **Trowbridge Arts** – The Council supports Trowbridge Arts with a direct grant towards their range of activities based at the Town Hall and joint membership of Visit Wiltshire

3. Core Funded

The following organisations have Service Level Agreements with the Town Council and are therefore awarded Core Funding. Each organisation will be invited to submit an application annually, supported by recent statement of accounts:

- 3.1 **Trowbridge Guild of Community Service** - The Town Council provides a grant of £500 annually.
- 3.2 **C.A.B** - The Town Council provides a grant of £5000 annually.
- 3.3 **Seymour Hub** – The Town Council provides a grant of £1000 annually.
- 3.4 **HELP Counselling Services** – the Town Council provides a grant of £1000 annually.
- 3.5 **Trowbridge Area Community Link Scheme** – the Town Council provides a grant of £1000 annually.
- 3.6 **Wiltshire MIND** - the Town Council provides a grant of £500 annually.

If any additional organisation wishes to be considered for core funding they should apply by the date indicated on the application form. Each year when setting the budget the council will consider if existing core funding should continue for the following year and if any additional core funding applications should be budgeted for.

4. Hall Hire Discounts

The Civic Centre Service Delivery Manager is delegated responsibility for offering discounts to community groups, charities and for multiple bookings. All discounts approved for Civic Centre bookings will be reported to the Civic Board. All discounts approved for Longfield Community Centre will be reported to the Direct Services Committee. If necessary the Civic Centre Service Delivery Manager will consult the Board or the Committee prior to reaching a decision.

The Council gives a minimum 10% discount to Trowbridge Residents and Trowbridge based not for profit organisations, excluding commercial activity. (Eligibility being resident of the electoral Town boundary, confirmed by reference to the electoral roll.)

5. General Grants

Application forms can be obtained from the Town Council. General Grant applications should be submitted by 30th April. General Grant applications will be considered by a Committee appointed by the Council, normally at a meeting in June or July, with an opportunity for the relevant managers and other officers to consider applications which are appropriate to their departmental and individual areas of responsibility and make a recommendation to the committee and the chair of the committee, and in addition:

5.1 Tenants' and Residents' Groups

The large number of Tenant & Resident Groups in the town means that the Town Council has to restrict the number of grants and size of grants available to these groups, though the Town Council will assist in applying for external grants if requested. Any such established group may apply for a maximum cash grant of £100 toward running cost and may apply for a discount on Hall Hire of Town Council owned facilities. Bank Account details/year end accounts and membership details must be supplied with the application.

In the case of new groups, start-up grants of up to a maximum of £300 can be applied for, dependent upon number of members. It is expected that groups will cover an area including a reasonable population. Applications from small groups may therefore be unsuccessful or reduced. Details of at least six members (to include committee members), constitution and bank account details must be supplied with each application. Ongoing the group must agree to supply, via email to the Administration Assistant, evidence of quarterly meeting minutes and agendas. Failure to do so will then remove this group from any further TTC grant funding consideration.

If for any reasons groups which have received funding find that they have funds remaining, unspent and unallocated after two years then the remaining funds must be returned to the Town Council.

The Town Council will support all Tenants and Residents groups with 'In Kind' support in addition to that listed above, such as: photo copying, officer time, loan of equipment or training. Further financial support would need to be for specific projects linked to the wider community.

5.1.1 Longmeadow TARA - The Town Council supports this group by providing a significant discount on the groups' hire of Longmeadow Community Centre, (thus putting them on a par with The Hub at Seymour and Studley Green Community Centre, both of which are provided rent-free).

6. External Fundraising

The Town Council Strategy will inform the priorities for projects to be pursued by the Council and therefore likely major areas for fundraising. Small applications for grants funding of up to £50,000 may be made to support and enhance existing areas of activity prior to being reported to the relevant committee. Larger applications and those for areas of new activity should be reported to committee for approval prior to application. All applications should be reported to the Town Clerk and the relevant committee chair prior to an application being submitted. Department Managers are responsible for fundraising and applications in their department.

This document will be reviewed annually by the Policy & Resources Committee prior to setting the budget request.

Approved Date 7th November 2017
Lance Allan
Town Clerk

Appendix A

Trowbridge Historic Buildings Committee.

At a meeting with G Bridges, Chair of the Civic Society the Town Clerk agreed the following.

1. Grants should be made available for the repair, maintenance and associated costs for listed buildings and structures or buildings and structures within conservation areas. Any building or structure must be located within the administrative boundary of Trowbridge Civil Parish.
2. Grants for any single project should be a maximum of 40% of the total cost of the project, other than in exceptional circumstances.
3. A minimum of three grants should be made each year from the annual total awarded by the Town Council.
4. All of the funds awarded to the Committee by the Town Council should be used to support historic buildings as per 1. above. None of the administrative and other costs of the committee should be covered by the total awarded by the Town Council.
5. The committee should consider appropriate mechanisms for any claw-back arrangements for grants made by the committee, where the building is sold within a period of three years of completion of the project.

Grants have been made as follows in subsequent years:

2008/09	£10,000
2009/10	£2,500
2010/11	£2,068
2011/12	£5,173
2012/13	£4,645
2013/14	£2,250
2014/15	£
2015/16	£2,625
2016/17	£3,000 – budget
2017/18	£3000 - budget