

Coronavirus Emergency Grant Making Policy

The aim of the policy and procedures is to provide guidelines for the Town Council when it considers and decides whether or not to fund requests from the Coronavirus Emergency Grant Fund.

It is expected that funds will be sought to provide food, accommodation, health and wellbeing, education and sundry items to facilitate the provision of such.

INTRODUCTION

Faversham Town Council agreed at the meeting of the Policy and Finance Committee dated 16th March 2020 to redirect the proposed grant funding from Community Events to the Coronavirus Emergency Fund.

Applications are invited from properly constituted voluntary and community organisations. Applicants for funding must meet the main eligibility criteria set out below in order to be considered for grant aid. The Town Council reserves the right to reject applications or fund only part.

GRANT FUND

The following criteria applies to the Coronavirus Emergency Grant

- A maximum single amount of £500 will be paid at any one time
- A request for repeat funding will be accepted, either weekly or monthly, up to the maximum period of three consecutive months
- The period of three months will be reviewed on 9th June 2020
- The policy will be reviewed on 1st September 2020
- The Town Council reserves its right to withhold repeat applications.

CATEGORIES OF GRANT OR DONATION

Grants may be categorised into 3 main types, namely those requested by:-

1. Locally based organisations and charities, which in turn subdivide into:-
 - i) those based in Faversham Town;
 - ii) those based in the immediate locality but outside Faversham Town;

2. National charities and organisations usually with a substantial link to Faversham or its residents.
3. In exceptional cases a grant to an individual or individuals

POLICY FOR CONSIDERING APPLICATIONS FOR GRANTS AND DONATIONS

Before considering whether to make grants and donations to any organisation or project, the policy requires checks to be made against the following criteria:-

- The organisation is properly constituted, structured and administered in relation to its financial management and controls.
- There is clear evidence of local need or demand for the proposed project or activity
- The grant will help provide a facility or service that will be of real and direct benefit to local residents during the Coronavirus Emergency
- Local residents will lose, or have significantly diminished, a service if a grant is not awarded
- The applicant is not seeking funding for significant capital e.g. buildings or major equipment.
- The project or activity has a starting date within one month of the date of request for grant aid
- The project or activity is properly thought through, is viable, of good quality and will ensure proper use of public funds, providing value for money.
- The organisation can demonstrate that it has the experience and competence to undertake what is proposed.
- The project has defined aims, beneficiaries and outcomes.
- Mechanisms are in place for monitoring and evaluation of the project/activity, albeit at a later date
- The organisation/project demonstrates clear knowledge and commitment to equal opportunities, child and adult protection policies (where appropriate) and Health & Safety

APPRAISAL PROCESS

Having complied with policies and such assessment against the supplementary criteria as is deemed appropriate, the Town Council will undertake decision making by:

- Not to make grants and donations to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
- So far as organisations and charities are concerned, only to make grants and donations to those which are in main run by volunteers.
- Not to make grants and donations to national organisations or charities, unless the request comes from a local branch. In this case there should be clear evidence of the grant being used by that local branch and that there accrues a specific and direct benefit to local residents according to need. Examples of local branches of national organisations/charities, which might fall within this definition, are Age UK, Samaritans, and Citizens Advice. The definition would not include such national charities as, for example, Cancer Research, British Heart Foundation where benefit is population based.
- To focus the bulk of the grant/donation expenditure, primarily, upon organisations/projects located within Faversham Town boundary, and recognised as being Faversham-based and predominately serving the local community of Faversham.
- Not to make grants/donations to locally based organisational/charities in the immediate vicinity of Faversham, but outside Faversham Town, unless they meet the criteria for locally based branches of national organisations/charities or have a well defined link and benefit to Faversham residents.

All requests for grant aid are to be received in writing with the completed application form sent to the Town Clerk. Payments will be agreed by at least two thirds of Councillors sending their written agreement, or otherwise, to the Town Clerk.

CLAWBACK/SUSPENSION OF GRANTS

The Town Council reserves the right to claw back a grant awarded, or suspend a grant in the process of being awarded. Such circumstances would arise, for example, where a grant had been used for purposes other than those for which it was awarded. Should the Town Council become aware of any financial mismanagement, or have other serious concerns regarding the management or running of an organisation/project by the recipient of a grant, or any of the resultant services or activities, it reserves the right to suspend grant aid payments, or in extreme circumstances demand clawback. In such circumstances, the Town Council will, in the first instance, seek explanation and offer to assist in the resolution of such problems/difficulties. Any grant is for use in the financial year in which it is awarded. If an organisation has not spent all or any of its grant within the financial year, the balance should be returned to the Town Council. If the money is still required, a new application, or a request for an extension, must be made in good time to the Town Clerk.

MONITORING AND EVALUATION

The Town Council will request feedback from all organisations showing that they have spent the grant according to the grant terms and conditions, as such time when the Coronavirus Emergency has passed. Such information will assist the Town Council in the overall management and development of its emergency procedures going forward.

Faversham Town Council

23 March 2020