

Our Ref: MD

18 October 2013

To: All Members of the Grant Aid Committee

Dear Councillor

GRANT AID COMMITTEE

The Grant Aid Committee (consisting of all Members of the Town Council) will meet in the **Adult Section, Burntwood Library, Sankeys Corner** on **Thursday 24 October 2013 commencing at 7.00 pm.**

Yours sincerely

Mary Danby (Mrs)
Town Clerk

**PLEASE NOTE THAT THE MEETING IS IN THE ADULT
SECTION OF THE LIBRARY THEREFORE NO PARKING IS
AVAILABLE AT THE LIBRARY**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. GUIDANCE NOTES AND CONDITIONS OF FUNDING**

A copy of the Guidance Notes and Conditions of Funding (which was sent to all applicants) is attached for information (**ENCLOSURE NO. 1**).

- 4. BUDGET PROVISION**

A grant aid budget of £10,000 was approved for 2013/14 at the meeting of the Town Council held on 31 January 2013.

5. FORMAT FOR CONSIDERING APPLICATIONS

The Grant Aid Sub-Committee met on 16 October 2013 to considered 42 applications for Grant Aid. The Sub-Committee considered all applications in detail and their recommendations are set out in Appendix 1 to those Minutes.

Many of the applications are from small organisations which operate on a year to year basis and some hold little or no balances at all. The grant given by the Town Council can make all the difference to whether or not such organisations remain viable and the Committee will need to take that into account.

The Grant Aid Committee is requested to receive and consider the Minutes of the Meeting of the Grant Aid Sub-Committee held on 16 October 2013 (Minute Nos. 1 – 3 and Appendix 1) (**ENCLOSURE NO. 2**).

GRANT AID SCHEME GUIDANCE NOTES AND CONDITIONS OF FUNDING

Introduction

The Town Council wishes to assist local voluntary organisations with or without charitable status which provide services to residents within the Parish of Burntwood.

Please ensure that you read the Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

Guidance Notes and Conditions of Funding

1. Grant Aid Applications can only be accepted from organisations that provide a service to the local community or enhance the image and identity of Burntwood.
2. These notes have been prepared to explain the Council's Grant Aid Scheme and include the Council's Policy with regard to grant aid applications from faith-based organisations (Appendix A). Please read these carefully before you complete the grant application form.
3. There is a limited Grant Aid budget each year and the amount requested by applicants usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Town.
4. The scheme provides start-up grants for new organisations as well as grants to organisations already operating.
5. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding".
6. Applications will not be considered from individuals.
7. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
8. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
9. Applications will not be considered from "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
10. Applications may be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, provided funds are not available from their national bodies, or the funds available are inadequate for a specified project.

11. Education, health or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided.
12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body.
13. The organisation is required to provide a written Constitution that has been formally adopted by the members of that organisation.
14. The organisation must provide, or propose to provide, an activity or service that will be of benefit to the Burntwood community or to a particular group of residents.
15. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a comprehensive budget and business plan.
16. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
17. Grants may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested, as well as completion of a monitoring and evaluation form at the end of the project period or the financial year (i.e. 31 March), whichever is the sooner.
18. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
19. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.
20. All applications will be considered on their merits, but it must be fully understood that there is neither a guarantee of a grant or of a continuing grant.

If you have any questions, require further information or would like to discuss your circumstances before submitting a formal application please contact:

Mrs Mary Danby
Town Clerk
Burntwood Town Council
Unit 1, Lambourne House
Bridge Cross Road
BURNTWOOD WS7 2BX

Telephone: 01543 677166
Email: townclerk@burntwood-tc.gov.uk

**MINUTES OF A MEETING OF THE GRANT AID SUB-COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 16 OCTOBER 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor James (in the Chair)

Councillors Mrs Banevicius, Drinkwater, Mrs Stokes, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

None, all Members present.

2. DECLARATIONS OF INTEREST

Councillor Mrs Banevicius declared a personal interest in Application Nos. 17, 39 and 41.

Councillor Drinkwater declared a personal interest with regard to Application Nos. 2, 3, 4 and 5.

Councillor Mrs Woodward declared a prejudicial interest with regard to Application No. 26 and a personal interest with regard to Application Nos. 31, 35 and 39.

Mrs M Danby declared a personal interest with regard to Application No. 39.

3. GRANT AID APPLICATIONS 2013/14

RECOMMENDATION That the Grant Aid Committee ratify the grant allocations as set out in **Appendix 1**.

(The meeting closed at 7.20 p.m.)

SUMMARY OF 2013/14 GRANT AID APPLICATIONS

ORGANISATION	NO.	2013/14 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
1 st Burntwood Girls' Brigade	1	400	400	Towards the cost of a special event/trip to mark the Girls' Brigade 120 th anniversary
1 st Burntwood Scout Group	2	840	600	Towards the cost of reducing the height of trees at the Scout HQ and making them safe
2 nd Burntwood Brownies	3	360	360	Towards the cost of taking the girls on a Pack weekend break
1 st Hammerwich Brownie Pack	4	150	150	To assist with rent for meetings, purchase equipment for crafts and tasks, to assist with the cost of Unit outings and coach transport
1 st Hammerwich Rainbows	5	250	250	To assist with rent for meetings, to purchase equipment for crafts and tasks
Active 60s Group	6	500	150	To assist with room hire, activities, speakers, outings, etc
Beacon Community Church	7	1447.99	500	Towards the cost of purchasing a portable computer and video editing software
Burntwood & District First Responders	8	1,500	760	Towards the cost of replacing service vehicle
Burntwood Breast Care	9	200	200	Towards the cost of room hire, speakers and raising awareness
Burntwood Carers	10	350	200 ¹	To provide much needed respite for social activities and some pampering or relaxation therapy
Burntwood Chase Heritage Group	11	130	130	Towards the cost of replacing the public address amplifier
Burntwood Community Church	12	1,700	500	Towards the cost of producing a play aimed at 15-24 years of age to promote positive mental health and combat the threat of suicide

ORGANISATION	NO.	2013/14 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Burntwood Family History Group	13	200	100	Towards the cost of continuing with the "Local War Memorial Project"
Burntwood Gardening Guild	14	190	100	Towards the cost of speakers, offsetting a shortfall in funding of the Annual Show prize vouchers and encouraging more people to join the Guild
Burntwood Gateway Club	15	200	100	Towards the cost of providing boat trips and transport to the marina
Burntwood In-Sight Group	16	90	200	Specialised equipment to enable members to cook independently
Burntwood Live at Home Scheme	17	500	250	Towards the cost of purchasing extra equipment and resources for those with early signs of dementia
Burntwood Memorial Community Association	18	1,000	500	Towards the cost of replacing 20 No. worn out tables
Burntwood Methodist Church	19	1,000	500	Towards the cost of refurbishing the kitchen
Burntwood Rugby Club Ltd	20	1,000	0 ²	Towards the cost of installing CCTV to the exterior of the Clubhouse
Burntwood St Matthews Cricket Club	21	300	300	Towards the cost of coach education courses to enable the Club to increase the number of volunteer coaches
Burntwood Singers	22	100	100	Towards the cost of purchasing pieces of music
Burntwood Town FC	23	500	0 ³	Towards the cost of purchasing barriers, dug outs, etc
Cannock & Burntwood Cats Protection	24	500	100	Towards the cost of caring for cats and kittens, assist with neutering costs, vets bills and food costs

ORGANISATION	NO.	2013/14 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Chase Terrace Bowls Club	25	200	100	To help cover the Green hire costs
Chase Terrace Methodist Church	26	500	250	Towards the cost of cleaning and restoring the wall-mounted war memorial inside the Church
Chasetown Darby & Joan Club	27	300	150	To help subsidise mini bus costs to pick up and return home disabled members for weekly meetings
Chasetown Women's Institute	28	500	200 ⁴	To help with monthly outgoings, the cost of some of their outings and towards the cost of holding an "Open Evening"
Cruse Bereavement Care: South Staffordshire	29	3,626	500	Towards the cost of recruiting and training 3 more volunteers for the Burntwood parish, the purchase of 4 more books for under 7s and the cost of supporting bereaved clients
The Elias Ashmole Club	30	5,000	0 ⁵	Towards the cost of refurbishing the lounge area
Fusion Credit Union	31	750	500	Towards the cost of advertising in the local press, provision of more literature for distribution in Burntwood area, contribution to the cost of providing services in Burntwood
Grangemoor Over 50's Lunch Club	32	As much as possible	100	Towards the cost of purchasing a CD player and CDs, transport to/from meetings, entertainment or an outing
Hammerwich Cricket Club	33	250	100	Towards the cost of updating the alarm system on buildings distanced from the Clubhouse
Hammerwich Parent & Toddler Group	34	350	200	Towards the cost of replacing toys and providing craft activities, floor mats and pop-up tents

ORGANISATION	NO.	2013/14 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
Lite Bite	35	100	100	Towards the cost of new tablecloths
Lite Bite 2	36	200	100	Towards the cost of purchasing 4 No. tables
The Nelson Inn FC	37	250	100	Towards the cost of purchasing footballs, kits and 1 st aid kit
The Redwood Friendship Group	38	200	0 ⁶	Towards the cost of Group trips and Christmas meal
The Royal British Legion Women's Section: Burntwood & District Branch	39	300	300	Towards the cost of the dedication service and formal reception for the Branch and its Standard
St Giles Hospice	40	500	250	Towards the cost of providing specialist services
St John's Community Church	41	3,810	450	Towards the cost of purchasing a replacement computer for the Church office
SSAFA Forces Help	42	150	150	To be used when needed for a deserving case or cases

Footnotes:

- ¹ **Application No. 10:** Grant awarded SUBJECT TO an explanation being given on how carers are informed about the group and what respite they offer to carers.
- ² **Application No. 20:** The application is contrary to Para. 8 of the Guidance Notes (sent to all potential applicants), viz "Applications will not be considered from private organisations operated as a business to make a profit or surplus."
- ³ **Application No. 23:** Members felt unable to award a grant as the Club had failed to present their 2012 grant aid cheque despite being reminded to do so several times, leaving the Council no option but to arrange for a stop to be put on the cheque.
- ⁴ **Application No. 28:** Grant awarded SUBJECT TO confirmation that the Open Evening will be publicised widely.
- ⁵ **Application No. 30:** The application is contrary to Para. 8 of the Guidance Notes (sent to all potential applicants), viz "Applications will not be considered from private organisations operated as a business to make a profit or surplus."
- ⁶ **Application No. 38:** Members declined to award grant aid as the Group carries significant revenue balances.

