

Our Ref: MD

29 October 2014

**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 06 November 2014** immediately following the Town Council meeting.

Yours sincerely

**Mary Danby (Mrs)**  
Town Clerk

**PLEASE NOTE THAT THE MEETING WILL TAKE PLACE IN THE ADULT SECTION OF THE LIBRARY AND THAT NO PARKING IS AVAILABLE AT THE LIBRARY ON THIS OCCASION**

**AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 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 2014/15 at the meeting of the Town Council held on 23 January 2014.

## **5. FORMAT FOR CONSIDERING APPLICATIONS**

The Grant Aid Sub-Committee met on 15 October 2014 to consider 30 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 recommended grant aid allocations set out in the Minutes of the Meeting of the Grant Aid Sub-Committee held on 15 October 2014 (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. The organisation must complete the Gant Aid Project Assessment Sheet and give an explanation of how it meets any of the criteria outlined on the Assessment Sheet.
18. 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.
19. 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.
20. 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.
21. All applications will be considered on their merits, but it must be fully understood that there is no guarantee of a grant or 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:

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](mailto:townclerk@burntwood-tc.gov.uk)

**MINUTES OF A MEETING OF THE GRANT AID SUB-COMMITTEE  
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE  
ON WEDNESDAY 15 OCTOBER 2014 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor James (in the Chair)  
Councillors Drinkwater, Mrs Stokes, Mrs Tranter, Walker MBE and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk

**1. APOLOGIES FOR ABSENCE**

None, all Members present

**2. DECLARATION OF INTEREST AND DISPENSATIONS**

Councillor Drinkwater declared a personal interest in Application Nos. 2 (1<sup>st</sup> Burntwood Scout Group), 12 (Burntwood Memorial Community Association) and 24 (Yvonne Oliver).

Councillor Mrs Tranter declared a prejudicial interest in Application No. 23 (MSS Support).

Councillor Walker MBE declared a personal interest in Application Nos. 11 (Burntwood Live At Home) and 13 (Burntwood Methodist Church).

Councillor Mrs Woodward declared a personal interest in Application Nos. 3 (Active 60s Group) and 13 (Burntwood Methodist Church) and a prejudicial interest in Application No. 16 (Burntwood Town FC).

**3. GRANT AID APPLICATIONS 2014/15**

**RECOMMENDATIONS THAT:**

- a) The Grant Aid Committee approve the recommended grants as set out in **Appendix 1**.
- b) Applicants be requested to provide evidence by 31 March 2015 that their organisation meets the Burntwood Town Strategy criteria(s) stated in their applications.
- c) An additional question be included on the Application Form in future years requiring applicants to explain why their organisation holds funds in excess of £2,000 (regardless of whether the funds are being held for Revenue or Capital purposes).

(The Meeting closed at 7.10 p.m.)

### SUMMARY OF 2014/15 GRANT AID APPLICATIONS

ORGANISATION	APP. NO.	2014/15 REQUEST £	RECOMMENDED GRANT £	PURPOSE
1 <sup>st</sup> Burntwood Girls' Brigade	1	600	600 <sup>1</sup>	To cover accommodation costs for a girls' weekend away
1 <sup>st</sup> Burntwood Scout Group	2	202	202	To purchase 10 No. replacement chairs for the Scout HQ
Active 60s Group	3	500	250	To assist with costs (i.e. hire of Community Bus, room hire, refreshments, etc)
Best m8s Mentoring & Training CiC	4	500	250 <sup>2</sup>	Towards anti-bullying support for young people in Burntwood
Burntwood Breast Care	5	250	250	To assist with costs (i.e. room hire, trips, flowers/cards, etc)
Burntwood Carers	6	250	250 <sup>3</sup>	To provide much needed respite for social activities
Burntwood Family History Group	7	126	126	Towards the purchase of a portable floor mounted projection screen for Group meetings
Burntwood Gardening Guild	8	150	150 <sup>4</sup>	Towards the cost of a PA system for Guild meetings
Burntwood Gateway Club	9	200	200	To provide a much loved boat trip for members
Burntwood In-Sight Group	10	100	200	To purchase equipment to help members engage in gardening activities
Burntwood Live At Home Scheme	11	500	500	Towards room hire costs for the Thursday afternoon lunch club
Burntwood Memorial Community Association	12	1,000	1,000	Towards the renewal of two sets of fire doors
Burntwood Methodist Church	13	696	300	Towards the cost of replacing six tables

<b>ORGANISATION</b>	<b>APP. NO.</b>	<b>2014/15 REQUEST £</b>	<b>RECOMMENDED GRANT £</b>	<b>PURPOSE</b>
Burntwood St Matthews Cricket Club	14	300	300	Towards the purchase of additional/replacement junior cricket equipment and coaching aids
Burntwood Singers	15	100	100	Towards the cost of new sheet music
Burntwood Town FC	16	500	250 <sup>5</sup>	Towards the cost of ground improvements for home games
Cannock Area Cats Protection	17	500	100	Towards the cost of care of cats and kittens and neutering costs, vets bills, etc
Chase Terrace Bowls Club	18	200	200 <sup>6</sup>	Towards the cost of Green hire
Chasetown Darby & Joan Club	19	300	300	To help subsidise mini bus costs to transport members to/from meetings
Chasetown Women's Institute	20	150	150	Towards the cost of monthly outgoings, trip for members, etc
Grangemoor WMC (Over 50's Club)	21	500	0 <sup>7</sup>	To allow the Over 50's Lunch Club to expand and to generate more activities for the community
Hammerwich Cricket Club	22	200	200 <sup>8</sup>	To provide funding for junior cricket balls
MSS Support	23	300	300	To enable 10 Burntwood MS sufferers to have a treat
Yvonne Oliver	24	250	0 <sup>9</sup>	Pruning of an oak tree
St Giles Hospice	25	500	500	Help towards the £5 million required to fund the Hospice's specialist services
St John's Community Church	26	1,000	2,072	Towards the cost of replacing carpets throughout the building

ORGANISATION	APP. NO.	2014/15 REQUEST £	RECOMMENDED GRANT £	PURPOSE
SSAFA Forces Help	27	Any amount is sincerely welcome	150	Towards running costs (administration, stamps, etc)
South Staffs Cruse Bereavement Care	28	500 (or more if your funds allow)	800	Towards the cost of training volunteers, purchasing materials/literature to give to the bereaved
T.L.C.	29	As much as you can give please	200	Towards the cost of stationery, crafts, music and dance (this is a new Club which started in March 2014)
The Redwood Friendship Club	30	200	200	To help towards the cost of providing a hot meal once a month for Club members
			£10,100	

#### Footnotes:

- 1 **Application No. 1:** Grant awarded SUBJECT TO proper quotations being provided for the accommodation costs prior to the cheque being released.
- 2 **Application No. 4:** Grant awarded SUBJECT TO confirmation that the consultation venues will be based in Burntwood.
- 3 **Application No. 6:** Grant awarded SUBJECT TO confirmation that outreach work is being done to encourage more people to join the Group, particularly child carers.
- 4 **Application No. 8:** Grant awarded SUBJECT TO (a) an indication being given on how the Guild can help more with Burntwood in Bloom and (b) the actual number of Guild members who live in Burntwood
- 5 **Application No. 16:** Grant awarded subject to the Club's most recent accounts being provided to the Town Clerk before 06 November 2014.
- 6 **Application No. 18:** Grant awarded subject to confirmation on the intended use of the Club's Capital Fund.
- 7 **Application No. 21:** The application is contrary to Para. 8 of the Guidance Notes (provided to all potential applicants), viz "Applications will not be considered from private organisations operated as a business to make a profit or surplus".
- 8 **Application No. 22:** Grant awarded SUBJECT TO (a) the actual number of members who live in Burntwood and (b) the actual number of Burntwood residents that the Club provides a service to.
- 9 **Application No. 24:** The application is contrary to Para. 6 of the Guidance Notes (provided to all potential applicants), viz "Applications will not be considered from individuals".