

# Great Aycliffe Town Council

## Grants and Donations Policy



Author of Policy – Town Clerk

June 2024

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# GRANTS AND DONATIONS POLICY

## 1.0 Scope of the Policy

- 1.1 The Town Council recognises the hard work of the many individuals and organisations that help to improve services and facilities for residents of the Parish and promote the community of Great Aycliffe.
- 1.2 The Town Council is committed to providing assistance and support to individuals, charities, community organisations and voluntary groups living, working, or serving the community of Great Aycliffe and has in place Grants and Donations Funds to enable it to provide financial support.
- 1.3 This policy contributes towards the achievement of Strategic Aims 1, 2 and 6 in the Council's Service Delivery Plan:-
  1. *To provide good quality governance and management of the Council.*
  2. *To manage the council's finances and assets in a responsible manner.*
  6. *To help and encourage partnership working to improve services and facilities for the residents of Great Aycliffe.*
- 1.4 The Council currently operates the following grant and donation funds:-
  1. Annual Grants and Donations Budget of £5,000 per year.
  2. Community Benefit Fund (Balance of £1,756 as at 1<sup>st</sup> April 2024)
  3. Community Events Grants Fund of £5,000 per year
- 1.5 The Community Benefit Fund is a fund built up from monies receivable from a local solar farm. A payment is received every year over the 20-year period from 2015 to 2035 at approximately £1,000 per year. There is no stipulation as to how this fund is used, but the Council has previously agreed that any grants should be related to 'green initiatives', with a maximum grant award of £1,000.
- 1.6 The above budgets may be supplemented from time to time by additional resources, for example additional budget approvals may be made via the annual budget setting process, or unspent resources may be carried forward from year to year as part of the year-end closedown process.
- 1.7 The Council may also from time to time set aside additional grants funds.
- 1.8 The Council may also provide non-financial support to individuals and community organisations, for example by providing advice and support, offering free use of Council land, facilities, and equipment where appropriate e.g. use of land to hold events, use of crowd control barriers, and vouchers for use of facilities such as the golf complex and sports complex to use as prizes for fundraising activities.
- 1.9 The Council may also consider one-off capital grants to community organisations, subject to capital reserves being available. However, such contributions would fall outside of the scope of this Grants and Donations Policy and would therefore be considered and dealt with on an individual basis following any such enquiries being received by Council.
- 1.10 It is important to note that this policy is intended to be flexible and allow scope to consider each application on its individual merits. The policy may therefore be amended from time to time, or the requirements waived. Amendments to the policy would be subject to consideration by the Policy and Resources Committee, while the waiving of the requirements of the policy would also be subject to the approval of the Policy and Resources Committee.

## **2.0 Purpose of the Policy**

- 2.1 The purpose of this policy is to set out the procedures and guidelines for the consideration and approval of requests for donations, grants or financial assistance from individuals, charities, community and voluntary organisations, and other 'not for profit' groups who live, work, or serve the community of Great Aycliffe.
- 2.2 Grants and donations are funded from taxpayer's money and the implementation of this policy will help the Town Council to make informed assessments of grant applications and donation requests in order to make decisions in a fair, objective, and transparent way.
- 2.3 This policy will be split between the requirements for donations of up to £1,000 each, and the requirements for grants of between £1,000 and £5,000.

## **3.0 Legal Framework**

- 3.1 Under the powers conferred by the Localism Act 2011, the Town Council has adopted the General Power of Competence.
- 3.2 The power allows the Council to spend money for the benefit of the people in its area, on activities and services that are not specifically authorised under any other powers, providing that action is allowed by statute and promotes the welfare of Great Aycliffe parish residents.
- 3.3 This power therefore enables the Council to make grants and donations without any financial limit or restrictions on the purpose for which the grant is given, unless there is a specific power or duty that the Council is still required to observe.
- 3.4 Grants and donations are therefore made by the Town Council to individuals and not-for-profit organisations under the General Power of Competence.

## **4.0 Eligibility Criteria**

### **Organisations**

- 4.1 Preference will be given to applications for grants, donations, or other non-financial assistance, from any organisation that meets one or more of the following criteria (as this is applicable to each individual application):-
  - a) They are a local charity, community interest company (C.I.C), voluntary or community organisation, or other non-profit making body.
  - b) They provide services or carry out activities that improve life for residents of Great Aycliffe, or enhance or promote the community.
  - c) They are a regional or national organisation, where they can demonstrate that the funding will be ring fenced for use specifically to improve life for residents of Great Aycliffe, or promote the community.
  - d) The work of the organisation and funded activities or services complements the values and strategic aims of the Town Council.
  - e) The amount of the grant or donation is commensurate with the benefit that will be provided to the community of Great Aycliffe.
- 4.2 Examples of eligible organisations would include local community centres, residents' groups, voluntary groups, youth centres, dance schools, sports clubs, scouts, cubs, brownies, and guides, and charities providing services directly to the residents of Great Aycliffe.

- 4.3 All organisations applying for financial assistance must be providing a service that benefits the community of Great Aycliffe and preference will be given to those organisations that have an approved constitution, audited accounts and a dedicated bank account in place.
- 4.4 Where a grant and donation request has been received from a registered charity, a check will be made via the Charity Commission website, to confirm that accounts have been filed on time, and are up to date.
- 4.5 The Council will not usually consider grants or donation applications or requests for non-financial assistance from the following:-
- Organisations that do not provide a service that benefits the community of Great Aycliffe;
  - Individuals, other than those meeting the requirements of paragraphs 4.6 and 4.7 below;
  - Statutory organisations e.g. other councils, police and schools, where a grant that would constitute the direct replacement of statutory funding;
  - Political groups or activities promoting political beliefs (other than the free use of meeting rooms for political groups of the Town Council for meetings relating to Council business);
  - Religious groups, where funding is to be used to promote specific religious beliefs;
  - Any works on property relating to the affairs of the church or an ecclesiastical charity;
  - The payment of staff salaries;
  - Private sector or 'for profit' organisations.
  - Registered charities who have not filed accounts with the Charity Commission or who have filed their accounts late.
  - Activities or services that do not complement the strategic aims and values of the Town Council;
  - Projects completed, services provided, or equipment purchased before the funding application has been considered;
  - Projects that cannot demonstrate a direct benefit to the community of Great Aycliffe; or
  - Organisations that have a disproportionately high level of uncommitted reserves.

### **Individuals**

- 4.6 Applications for donations from individuals may be considered in appropriate circumstances, including the following:-
- (a) Charitable or educational purposes linked to recognised bodies acceptable to the Council;
  - (b) Are seen to be of local benefit, for example through information dissemination or are likely to encourage inspiration and motivation within the applicant's peer group.
  - (c) Would help promote and raise the profile of the community of Great Aycliffe e.g. individuals participating in national or international sporting or cultural events.
- 4.7 Individuals will not be eligible to apply for grants, only donations up to £1,000.

## **5.0 Donation Requests (up to a maximum value of £1,000)**

### **Introduction and General Principles**

- 5.1 A total sum of £5,000 per year is currently set aside in the Council's Grants and Donations Budget.
- 5.2 Applications for a donation will be limited to a maximum of £1,000, although it is expected that most donations will be smaller amounts in the region of £100 to £250 in order to ensure that the Grants and Donations Budget benefits as many individuals and organisations as possible.
- 5.3 Requests may also be made via the Grants and Donations Budget for non-monetary support such as providing advice and support, offering free use of Council land or equipment, or requesting free use of facilities such as the golf complex and sports complex for charity events or to use as prizes for fundraising activities.
- 5.4 Requests for the use of Council land to hold events would usually be considered by the Events Sub Committee via an Event Application Form.
- 5.5 Requests for non-monetary support such as the use of facilities without charge or prizes for fundraising activity would be considered by the Policy and Resources Committee under the Grants and Donations Agenda Item, and the equivalent monetary value of the support would be recharged to the Donations Budget e.g. the cost of four golf rounds, or a meals voucher for the sports complex.

### **Donation Application Process**

- 5.6 Applications for a donation may be applied for via a letter or email which includes or has attached to it sufficient supporting information to fully explain the nature of the donation request.
- 5.7 If the donation request is from an organisation, a copy of the constitution and the latest set of audited accounts will be required to be provided, if these are available, and preference will be given to those organisations that are formally constituted and have audited accounts. Where a donation request has been received from a registered charity, it is a requirement of this Policy that the charity's accounts have been filed with the Charity Commission on time.
- 5.8 As a general rule, only one application per year will be accepted from any organisation or individual, although further applications may be considered in exceptional circumstances.
- 5.9 Donations will be awarded on a case-by-case basis and a donation made one year is not an indication that funding will be continued in future years and organisations should not therefore presume that further donations will be made.
- 5.10 Donation requests will be considered at the next available meeting of the Council's Policy and Resources Committee.
- 5.11 Once submitted, the donation request and supporting documents will be circulated to all Council Members and will be considered a public document. Should an applicant require that any information contained in either the application or the supporting documents remain confidential, they should attach a note to explain which items must remain confidential, and why.

## **Consideration of Donation Requests**

- 5.12 All donation requests will initially be assessed for eligibility in accordance with the requirements of this policy by the Council's Corporate Management Team.
- 5.13 Additional information or clarification will be requested where necessary to ensure that all relevant information is available for consideration by the Council's Policy and Resources Committee.
- 5.14 The following considerations will be taken into account by the Policy and Resources Committee in reviewing requests for donations:-
- Evidence that the organisation is located in or provides services to the community of Great Aycliffe;
  - The level of benefit or value to the community of Great Aycliffe that the donation will make;
  - How well the donation request complements the Town Council's values and strategic aims and objectives;
  - Evidence that the organisation is well-managed and governed via a review of the constitution of the organisation;
  - Consideration of the financial need and sustainability of the organisation via a review of the accounts of the organisation;
  - In the case of registered charities, confirmation that that the charity's accounts have been filed with the Charity Commission on time.
  - Where relevant, evidence that funding has been sought from other sources and the level of match funding available; and
  - Whether the group has received a donation in the past.

## **6.0 Grant Applications (Between £1,000 to £5,000)**

### **Introduction and General Principles**

- 6.1 The Council does not currently have a dedicated Large Grants Fund in place within its Revenue and Capital Budget. As such, the Council would, under normal circumstances, only be in a position to consider requests for small grants.
- 6.2 However, the Council may from time to time set aside sums of money for the purpose of providing large grants, or to set up a specific Large Grants Fund on either an ongoing or one-off basis.
- 6.3 Grants can also currently be requested from the Council's Large Community Events Budget from local organisations wishing to hold community events within the Parish.
- 6.4 Such requests are usually dealt with via the Council's Events Sub Committee and subject to the completion of an Application for Event Funding Form. A copy of this form is attached at Appendix 1. Applications for events grants may also be considered by the Policy and Resources Committee for reasons of expediency.
- 6.5 This section of the Grants and Donations Policy would apply in the case of any grant request more than £1,000 up to a total of £5,000.
- 6.6 Grants may only be applied for by organisations. Individuals will not be eligible to apply for grants.

- 6.7 Grants of more than £5,000 would fall outside of the scope of this Grants and Donations Policy and would therefore be considered and dealt with on an individual basis following any such enquiries being received by Council and would be subject to a detailed report being presented to the Policy and Resources Committee.

### **Grant Application Process**

- 6.8 Organisations must apply for a grant using a Grant Application Form. A copy of the Grant Application Form is attached at Appendix 2.
- 6.9 Application forms can be downloaded from the Council website or are available upon request at the Council Offices. Assistance may be requested by any group having difficulties completing the application form.
- 6.10 This form requests information around the organisation applying for the grant, including its name, address, contact details, and principal aims and objectives, as well as detailed information around the nature of the grant request, including the purpose the grant is to be used for, how many Great Aycliffe residents will benefit, the costs involved, how much grant is being requested, and any match funding.
- 6.11 A copy of the organisation's constitution, equal opportunities policy, safeguarding policy, registered charity number (if applicable), public liability insurance, annual report, the latest set of audited accounts and latest account balance will also be required to be provided.
- 6.12 Where a grant application has been received from a registered charity, it is a requirement of this policy that the charity's accounts have been filed with the Charity Commission on time, and this will be checked upon receipt of a grant application.
- 6.13 Copies of quotes will be required in advance for any individual items of expenditure over the value of £1,000.
- 6.14 As a general rule, only one application per year will be accepted from any organisation, although further applications may be considered in exceptional circumstances.
- 6.15 Grants will be awarded on a case-by-case basis and an award made one year is not an indication that funding will be continued in future years and organisations should not therefore presume that funding will continue.
- 6.16 Grant requests will be considered at the next available meeting of the Council's Policy and Resources Committee.
- 6.17 Once submitted, the grant application and supporting documents will be circulated to all Council Members and will be considered a public document. Should an applicant require that any information contained in either the application or the supporting documents remain confidential, they should attach a note to explain which items must remain confidential, and why.
- 6.18 Grants are subject to the applicant agreeing to and signing the Town Council Grant Terms and Conditions attached at Appendix 3.



- 6.19 These terms and conditions require the applicant to agree to and comply with the following requirements:-
- The completion of a Post Grant Questionnaire;
  - The grant can only be used for the purpose stated in the application;
  - Grants must be spent within one year of the grant award and any unspent monies left must be returned;
  - Copies of invoices or receipts relating to each item of expenditure relating to the grant must be provided;
  - The applicant must acknowledge the financial support received from the Council in any publicity or promotional material;
  - The Council reserves the right to reclaim any grant not being used for the specified purpose of the application or in the event that the organisation disbands, or a project or event does not go ahead.
- 6.20 Additional grant conditions may also be attached to any funding from the Town Council and if so, these will be set out in the grant confirmation letter.
- 6.21 Organisations are responsible for ensuring that they follow all applicable legal and statutory requirements.
- 6.22 A copy of the Post Grant Questionnaire is included with the Town Council Grant Terms and Conditions attached at Appendix 3.
- 6.23 This questionnaire must be completed within one month of the completion of the project or event to which the grant relates.
- 6.24 The questionnaire requires the organisation to provide details of the project or event including confirmation that it went ahead, confirming its success and the benefit it has brought to the community of Great Aycliffe, and providing a breakdown or expenditure, supported by copy receipts or invoices.
- 6.25 Failure to complete the Post Grant Questionnaire or comply with any of the terms conditions attached to a grant may result in the grant being repaid and affect future grant applications.

### **Consideration of Grant Applications**

- 6.26 All grant applications will initially be assessed for eligibility in accordance with the requirements of this policy by the Corporate Management Team.
- 6.27 Additional information or clarification will be requested where necessary to ensure that all relevant information is available for consideration by the Council's Policy and Resources Committee.
- 6.28 The grant application will be presented to the next available Policy and Resources Committee for consideration.

6.29 The following considerations will be taken into account by the Policy and Resources Committee in reviewing applications for grants:-

- Evidence that the organisation is located in or provides services to the community of Great Aycliffe;
- The level of benefit or value to the community of Great Aycliffe that the grant will make;
- How well the grant request complements the Town Council's values and strategic aims and objectives;
- Evidence that the organisation is well-managed and governed via a review of the constitution of the organisation and its annual report;
- Consideration of the financial need and sustainability of the organisation via a review of the accounts of the organisation and its level of its current balances;
- In the case of registered charities, confirmation that that the charity's accounts have been filed with the Charity Commission on time.
- Evidence that funding has been sought from other sources and the level of match funding available; and
- Whether the group has received a grant or donation in the past.

6.30 The organisation is welcome to attend the meeting of the Policy and Resources Committee during which the grant application is to be considered and speak in support of their grant application under the public questions section of the agenda.

## **7.0 Payment of Grants and Donations**

7.1 Successful applicants will receive payment following approval of the grant or donation at the Council meeting following the Policy and Resources Committee.

7.2 Grants will be paid by cheque or BACS transfer, made out to the named organisation or individual.

# Great Aycliffe Town Council

## Application for Event Funding (£1,000 to £5,000)

Official Use Only

Event Reference Number

Date

Department Reference

**Name of Event** .....

**Event Location** .....

**Event Date** .....

### **Section One – Organiser Details**

Name of Organisation .....

Event Organiser/s .....

Contact Address .....

.....

Post Code ..... Tel No. 9am – 5pm .....

Mobile No. ....

Email address .....

### **Section Two – Event Details**

Description of Event .....

.....

.....

.....

.....

.....(Continue on separate sheet if necessary)

What kind of event is this? (please tick one box only)

- |                |                          |                         |                          |
|----------------|--------------------------|-------------------------|--------------------------|
| Charity event  | <input type="checkbox"/> | Fund raising            | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | Community service event | <input type="checkbox"/> |
| Commercial     | <input type="checkbox"/> |                         |                          |

- For Charity Event - Name of Charity.....
- Charity Registration Number .....
- Will all profit raised go to the Charity concerned? (please tick) Yes  No

If no, please give details:

.....

.....

- Start time each day..... Finish time each day .....
- Is the event free? Yes  No

If no, what is the admission price? .....

- Is the event ticketed? Yes  No
- Approximate number of people expected to attend .....

### Section Three – Grant

How much have you calculated for the total gross cost of the event? .....

How much income do you forecast the event will generate in total?.....

What is the net profit or loss you expect to make? .....

What grant amount are you requesting from this Council? .....

Is this to cover the cost of a specific event item? Yes  No

If yes, what item is it to cover the cost of ?.....

To whom should cheques be payable? .....

If you have applied or intend to apply for other potential sources of funding please give full details of all applications:

.....

.....

Have you applied for sponsorship for goods or services in kind Yes  No

If yes, please give full details of all applications:

.....

Please list **all** items you will need to purchase or hire for this event including services, entertainers, equipment and goods as well as anticipated income. *Continue on a separate sheet if necessary.*

(A COPY OF QUOTATIONS FOR ALL GOODS/SERVICES **MUST BE ATTACHED** – tick appropriate column to show quotation is attached). If you are not able to provide quotations for all services, entertainment, equipment and goods please explain why. A full financial breakdown of costs and income will be required after the event.

<i><b>Item Description</b></i>	<i><b>Income</b></i>	<i><b>Expenditure</b></i>	<i><b>Quotation enclosed</b></i>
<i><b>TOTAL</b></i>			

*Please note: Where a grant request has been received from a registered charity, a check will be made via the Charity Commission website, to confirm that accounts have been filed on time and are up to date.*

## Section Four - Declaration

I declare that the information given on this application is true and complete. If the grant application is approved I agree to comply with the conditions and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed..... Position .....

Date .....

### **General Data Protection Regulation - How Great Aycliffe Town Council uses your data**

*The information on this form will be held and used for administrative purposes, eg to record accident details. Under the provisions of GDPR, your personal data will be treated in a secure and confidential manner and will not be kept for longer than necessary. By signing this form you are giving us permission to hold and use this data. We may be required to share this information with outside bodies in the event of legal reporting requirements or an insurance claim. If you have any questions about the personal information we hold about you, or wish to exercise your relevant rights under the GDPR, please contact The Data Controller, at the Council Offices, School Aycliffe Lane, Newton Aycliffe, DL5 6QF, or by email at [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk). You can view our full privacy notice at [www.great-aycliffe.gov.uk/council-democracy/data-protection](http://www.great-aycliffe.gov.uk/council-democracy/data-protection).*

Please send your completed form and supporting documentation to:  
Great Aycliffe Town Council,  
Council Offices,  
School Aycliffe Lane,  
Newton Aycliffe,  
Co. Durham.  
DL5 6QF

Please see the information on the following pages which may be useful to you when organising your event.

## FURTHER INFORMATION

The use of Highway direction signs and banners or posters requires written approval from Durham County Council.

Generally, Durham County Council does not encourage posters or banners on the highway as they can be a safety hazard and/or driver distraction.

Some banners fixed to pedestrian guard rails may prevent small children from being seen at crossing points.

The Highways Authority reserves the right to remove any unauthorised advertising and to recover the cost incurred from the event organiser.

If you intend to place signs at the roadside directing people to the event, please contact: [EventSigns@durham.gov.uk](mailto:EventSigns@durham.gov.uk)

You should consider contacting the relevant authority if you anticipate the need for a:

1. Road Closure
2. Traffic control or diversion
3. On Street Parking Restriction
4. Car Park Closure
5. Right of Way Closure

If you need closure of a road, street or footpath or if you want traffic to be controlled during your event, please complete the Road Closure application form TRO/RC03 which can be found at <http://www.durham.gov.uk/article/3420/Application-for-temporary-road-closures>

If a formal traffic order is required, you **should allow at least 6 week's notice.**

Please e-mail the Road Closure application form to [temporaryroadclosures@durham.gov.uk](mailto:temporaryroadclosures@durham.gov.uk) or post to Network Management, Durham County Council, County Hall, Durham, DH1 5UQ.

If you need closure of a Public Right of Way, please click the following link to submit further information [www.durham.gov.uk/definitivemap](http://www.durham.gov.uk/definitivemap)

A Licence may be required if your event is public and consists of music, dancing, singing or similar. You can contact the licencing department at Durham County Council at [licensing@durham.gov.uk](mailto:licensing@durham.gov.uk) or telephone 03000 261 016

## TEMPORARY DEMOUNTABLE STRUCTURES (TDS) – EG MARQUEES, GANTRIES, STAGING

If you intend to use TDS for your event, and it is of a significant nature, you may be asked to complete a TDS questionnaire by Durham County Council's Building Control Team.

This is something a TDS professional supplier can complete easily for you.

Durham County Council welcomes Temporary Structure Suppliers who have MUTA Membership <http://www.muta.org.uk>



## **FAIRGROUND RIDES**

If you intend to have fairground rides you should obtain copies of the relevant equipment check details (ie ADIPS for fairgrounds and/or PIPA for inflatables) along with risk assessments and details of providers of Public Liability Insurance).

<http://www.adips.co.uk/> has advice as to what to check for amusement devices and inflatables.

<http://www.pipa.org.uk/> has advice as to what to check for specific inflatables.

ADIPS and PIPA systems are endorsed by the Health and Safety Executive (HSE).

## **Organising Safely**

You may be required to notify the Safety Advisory Group, Police or Fire authorities that you intend to hold an event. The Safety Advisory Group will offer guidance in the organisation of your event. You can contact them on [safeevents@durham.gov.uk](mailto:safeevents@durham.gov.uk) or telephone 03000 261016.

## **First Aid**

You should use qualified first aiders with a recognised event first aid qualification.

If you employ a paramedic, the PIN Numbers can be checked at: <http://www.hpc-uk.org/check>

Please note, your first aid provision must meet the needs and attendance figures for your event. Please find guidance on this at <http://thepurpleguide.co.uk/>

First Aid personnel must NOT hold any other roles at the event. First Aid personnel must be suitably qualified to deliver first aid at a public event.

NB –holding a Health and Safety at Work or three-day First Aid at Work certificate does not qualify a person as competent to administer first aid to the public at events.

## **Risk Assessments**

You should check if your intended site has the site any significant environmental or physical hazards that should be considered. For example a railway, river etc?

You should complete a Safety Plan & Risk Assessment for the Event as well as risk assessments for the event and obtain them from third parties, eg contractors.

If you intend to use a professional stewarding company you should ensure the personnel are suitably trained, competent and briefed before the event.

## **Fire Risk Assessment**

If your event takes place in or around any premises, including temporary structures such as marquees or temporary buildings, you must carry out a specific Fire Risk Assessment.

Here you will identify all fire hazards and the controls you will use to mitigate these risks. It should include a plan of the building or structure involved in the event. Further guidance is available from <http://www.ddfire.gov.uk/key-documents-and-information>

## **Electrical Safety**

The installation, including wiring, switchgear and any generator, must be installed in a safe manner by suitably competent electricians. A copy of the written certificate should be given to you immediately following installation and before use. A copy should be kept on site in a file.

The Safety Standard of the installation should be at least that of the current IEE (Institute of Electrical Engineers) Wiring Regulations.

## **Portable Electrical Equipment**

All electrical equipment brought on to site must be maintained correctly and proof provided of routine inspection and testing. Copies of testing should be kept in an on-site file available for inspection.

## **Children and Vulnerable Adults – Lost/Found Procedure**

It is reasonable that at most events children and/or vulnerable adults may be present. As an organiser, you will need to have a formal procedure in place to deal with a lost or found child or vulnerable adult at your event.

Appropriate staffing – where non-professional care workers are being utilised to receive such children and vulnerable adults, you need to have measures in place to protect your staff and the received child/person, Eg, DBS certification checks, no lone working policy.

Please note that lost children personnel cannot have a dual role such as first aid or security.

## **Insurance**

Your event **MUST** be covered by **Public Liability Insurance**. If you are holding your event in a building owned by another organisation or person, you cannot rely on their insurance. You should therefore check that your event will be covered by their insurance and obtain the confirmation in writing.

If your event is not covered by their insurance you **MUST** obtain public liability insurance to cover your event.

You should also obtain copies of insurance from everyone supplying items to your event including contractors, entertainers and caterers. Check that the insurance is valid for the date of your event.



# GREAT AYCLIFFE TOWN COUNCIL

## GRANT APPLICATION FORM

### SECTION A

#### Information About Your Organisation

1. Name of Organisation:

2. Address:

3. (i) Name of Contact Person for Correspondence:  
(ii) Status in Organisation:

4. Contact Address (if different to the above):

Email Address:

5. Daytime Telephone Number:  
Mobile Number:

6. What Type of Organisation is it: (Please circle or tick)

Charity

Community Interest Company

Community or Voluntary Organisation

Other Not for Profit Organisation

Other (Please State) .....

7. If your Organisation is a Registered Charity please give the registered number:

8. When was your Organisation formed?

9. (i) Please Describe Your Organisation

*This should include the main activities and services provided, numbers of staff, volunteers and users, sources of funding and your principal aims and objectives of your Organisation.*

- (ii) Please enclose a copy of your Organisation's Constitution:                      Included / N/A
- (iii) Please enclose a copy of your Safeguarding Policy:                              Included / N/A
- (iv) Please enclose a copy of your Public Liability Insurance Certificate:      Included / No

10. Approximately how many members does your Organisation have who will benefit from the grant:-

- who reside **within** the parish boundary of Great Aycliffe                      .....
- who reside **outside** the parish boundary of Great Aycliffe                      .....

11. (i) Please enclose a copy of your most recent audited accounts

(ii) Please enclose a copy of your most recent annual report

(iii) Please provide details of your account balances at the end of the last month:-

Account Balance                      £ .....

Account Balance                      £ .....

*Please note: Where a grant request has been received from a registered charity, a check will be made via the Charity Commission website, to confirm that accounts have been filed on time and are up to date.*

## SECTION B

### Your Grant Request

12. For what purpose is the grant to be used?

Please highlight how the grant will be used to benefit the community of Great Aycliffe and how the success of your project or initiative will be measured.

*Please use additional sheets if necessary to give full details.*

13. (i) What are the costs and income involved in your project or event?  
Please give both income and expenditure projections where relevant.

<b>Expenditure</b>	<b>Item</b>	<b>£</b>
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
		<b>Total</b> .....

<b>Income</b>	<b>Item</b>	<b>£</b>
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
	.....	.....
		<b>Total</b> .....

**Net Cost (Expenditure less Income):** **Total** .....

**(ii) How much Grant are you requesting?** **£** .....

(iii) How will your organisation raise the balance of funding required?

iv) What are your project start and end dates?

Start Date ..... End Date .....

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

**17. DECLARATION:**

On behalf of the Organisation named overleaf, I apply to Great Aycliffe Town Council for grant aid and declare, to the best of my knowledge, that the information given on this form is true and correct.

I enclose the Organisation's latest audited accounts, the annual report (*if available*) and constitution.

Signed: ..... Date .....

Position held in the Organisation: .....

*The information on this form will only be used for the purposes of considering your grant request. Under the provisions of the GDPR, your personal data will be treated in a secure and confidential manner and will not be kept for longer than necessary. This is explained in more detail in the attached GDPR Privacy Notice. If you have any questions about the personal information that we hold about you or wish to exercise your relevant rights under the GDPR, please contact The Data Controller, at the Council Offices, School Aycliffe Lane, Co Durham, DL5 6QF, or by email at [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk).*

Please return the completed Grant Application Form to:-

Council Offices  
School Aycliffe Lane  
Newton Aycliffe  
Co Durham  
DL5 6QF

Or email a scanned copy of the form to [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk)

## Town Council Grant Terms and Conditions

Applicants are to provide the Council with a written breakdown of how the grant has been spent, and feedback on the success of the project, initiative or event.

This should be provided by completing the attached Post Grant Questionnaire.

The Post Grant Questionnaire should be submitted within one calendar month of the completion of the project, event or initiative so that it can be reported to the next meeting of the Council's Policy and Resources Committee.

Failure to provide this information may result in the Council requesting repayment of the grant and could affect any future applications for financial assistance.

If you have requested a grant towards a specific item of expenditure, a copy of the final invoice (for which the grant was requested) must accompany the Post Grant Questionnaire.

If the amount requested was towards the cost of a project, event or initiative generally, then a breakdown of expenditure with copies of final invoices must accompany the Post Event Questionnaire.

The grant may only be used for the purpose(s) specified in the Large Grant Application Form and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Grants and donations must be spent within one year of award. Any unspent monies left after this time must be repaid to the Council.

Applicants must inform the Council if the project or event does not take place or is to be postponed and the Council may seek refund of all or part of the grant.

Applicants agree not to dispose of any equipment or other assets purchased using the grant without the prior knowledge of the Town Council and the Council reserves the right to reclaim all or part of the grant in such circumstances.

The applicant agrees to comply with all relevant legislation in carrying out any project, event or activity funded by the grant.

Acknowledgement of the financial support received from the Council is required to be on any promotional material relating to the project, event, or initiative, including in your annual report, accounts, website, social media where possible.

In the case of registered charities, it is a requirement that the charity's accounts are filed with the Charity Commission on time. Failure to ensure this may result in the grant needing to be repaid.

I confirm that I accept will comply with these Grant Terms and Conditions.

Name .....

Signed .....

Date .....