

KIRKBY STEPHEN TOWN COUNCIL

Mr Christian Barnes, M.A. | Clerk to the Council | Kirkby Stephen Town Council | Local Links
Vicarage Lane | Kirkby Stephen | Cumbria | CA17 4QX
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Kirkby Stephen Town Council Small Grants Policy for financial year beginning 2022.

Adopted 8 March 2022, 21/126. (Review + four years or earlier)

Revised 10 January 2023

Background

Kirkby Stephen Town Council has discretionary powers to make grants using section 137 of the Local Government Act 1972 which is sometimes referred to by Local Councils as 'the free resource'. This is calculated using the following formula: Electorate x = Free resource. In 2023 24 these figures are estimated as follows:

2022/3 s 137 rate	£8.84
Electorate (17/11/2022)	1,573
Total (s 137 Limit)	£13,905

The council cannot lawfully exceed this amount for the allocation of the free resource.

The Council makes budgeted and directly negotiated annual grants or contributions to certain organisations or projects whose work directly benefits the town and its residents and which take place wholly or in part within the parish boundary. These contributions relate to existing and established partnerships, facilities, projects and events and are decided when the budget is set in January.

In addition to this the Town Council makes an allocation of funds to the support of small projects or organisations (including subscriptions) for the delivery of local projects which may be decided during the year.

The Council may make grants to organisations whose work directly benefits the town and its residents and which take place wholly or in part within the parish boundary. The Council is willing to support a range of causes, projects, and events each year within a limited budget. Grants come from the council's council tax income and a key principle of this policy is to ensure that grant expenditure is open and transparent.

The small grants budget will be allocated on a "first come, first served" basis. Any funds unallocated by 1st January of any year may be declared available for redistribution by the Council.

Applications may be made for repeat annual funding for the life of the council.

The Small Grants Scheme is for grants of a value up to £1,000 although it is anticipated that the average value of grants will be smaller. Applications for this scheme may be considered and decided throughout the year at full council meetings and applicants should in the first instance contact the Clerk to notify the council of their intention to apply before completing the online form. On submission of an application and any supporting documentation applications will be assessed on a quarterly basis at a full council meeting and will be discussed/decided by councillors in public. By

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making an application applicants consent to the public disclosure of their project in a public meeting together with their identity as the applicant and the amounts involved. Data will not be used for any other purpose than the assessment of the application. Underlying financial records will be kept in line with statutory requirements and the council's duty to comply with the law on data protection/processing.

Applications must be completed using the form available on this link:

<https://forms.gle/XN8CBFsw8r4x4hHS6>

Benefits

Applicants should describe in their own words (on the form) in no more than 500 words what project consists of, who will benefit and in what numbers?

Each application will be assessed against the following outcomes:

1. Creation of opportunities and support for initiatives for the residents of Kirkby Stephen that are not, as a matter of course, funded by Kirkby Stephen Town Council.
2. Provision of a new or improvement of an existing asset or service which will benefit Kirkby Stephen.
3. Enhancement of the profile and/or reputation of Kirkby Stephen.
4. Encouragement of tourism.
5. Improvement of the Town's prosperity providing entertainment, recreational, artistic, and cultural opportunities.
6. Support and encouragement of equality, diversity and inclusivity.
7. Protection and improvement of the Town, the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life and its attractiveness as a place to visit.
8. Support of public and community transport schemes.
9. Protection of local amenity, green spaces, and the environment.
10. The promotion of Health and Wellbeing in the Town.
11. The fulfilment of an inescapable legal or health and safety responsibility.

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Rules and Guidance

Rule	Guidance
Applicants will be asked to provide details/evidence of their bank account. Payment will be made by BACS.	...and where appropriate a constitution.
Applications must be made on the online form. https://forms.gle/XN8CBFsw8r4x4hHS6	Applications from registered charities or not-for-profit organisations are preferred.
Applicants may make only one application in each calendar year	Applicants are recommended to also apply for alternative sources of funding in addition to the Council's grants schemes.
If an application is refused by the council there is no right of appeal. Applications that have been refused will be closed. Applicants may not re-apply for a grant for the same or similar scheme in the same financial year.	The Council will give preference to grant requests towards specific projects but may consider supporting ongoing running costs if it can be demonstrated that lack of funds will have an adverse effect on the Town and its residents.
Funds must be used in the year for which they are approved.	
Applicants seeking funds for buildings must be able to demonstrate the legal basis of their occupation of the building.	
The Council may request a copy of receipts, invoices, and other documentation as evidence that the expenditure has been properly incurred.	If appropriate quotations could be included as part of your supporting documentation.
Acknowledgement. The council may require that the grant is acknowledged in any print or press material if appropriate.	
The Council may provide a grant using stage payments where appropriate.	
Grants are subject to Council Officers being satisfied with the accounts and/or financial status of the applicant.	

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Eligibility Criteria.

The Town Council will not consider applications for or from the following:

1. Where the intended beneficiary is an individual.
2. Statutory services or replacement for statutory funding.
3. Expeditions or trips (excepting the Brittleton Bursary)
4. Bursaries or scholarships.
5. Projects from organisations based outside Kirkby Stephen or where the main benefits are not to Kirkby Stephen residents.
6. Hospitality.
7. National Charities operating overseas.
8. Salaries or routine administration costs.
9. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
10. Private organisations operating as a business to generate a profit or surplus, including limited companies.
11. Projects with party political links or which discriminate on any grounds or whose membership is closed and not open to all (excepting groups established to meet a specific need such as youth groups).
12. Buildings that are uninsured.
13. A project that competes or conflicts with any service, project or event being supported, organised, or funded by the Town Council.
14. Applications will not be considered from national organisations or local groups/branches with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
15. General appeals, sponsorship, or other fundraising activities.
16. Retrospective funding.

Brittleton Bursary

The Chairman funds the 'Brittleton Bursary' for Young People from his allowance. Applicants for the Brittleton Bursary should contact the Town Clerk in the first instance.