



## **Elstree and Borehamwood Town Council**

### **Grants Awarded to Local Organisations (Procedure)**

**2022/23**

Elstree and Borehamwood Town Council (the “Town Council”) awards grants to local voluntary groups. Eligible organisations do not have to be based in Elstree and Borehamwood (the “area”) but must operate primarily for the benefit of the residents served by the Town Council.

All applications are considered fairly and openly and on their individual merits. The final decision on applications and the level of any grant made lies with the Town Council.

However, since March 2020, the following conditions apply:

Every General Management Committee meeting shall be a grants application reviewing meeting (6 per year ordinary meetings) to allow greater public accessibility to Town Council grants;

Community Grant applications for £500 or less be determined by the General Management Committee without reference to Full Council (where an application is for over £500 but the Committee recommends less, this would be referred to Council);

hard copy supporting documents for applications referred to Full Council be included with the appendices to Council agendas;

Applicants seeking free use of Fairway Hall be referred to the Community Grants Process (i.e. apply for funding) with exception of x2 Mayoral Charity fundraising Events, 2-day Diversity Festival, Civic Festival events and BETTA usage.

#### **Who can apply?**

Any properly constituted group, club or organisation based in Elstree and Borehamwood and/or operating for the benefit of its residents. To be a “properly constituted group” and eligible to apply applicants must:

- have charitable, voluntary or not-for-profit status (including Community Interest Groups) with a constitution or set of rules.
- a bank account.

The following are ineligible to apply:

- individuals
- profit-making organisations/groups (other than Community Interest Groups)
- statutory/other public bodies.

### **What you can apply for**

Applicants must identify a specific purpose for which funding is sought.

Acceptable examples include:

- Capital grants for a specific project or purchase  
e.g: the purchase of computers, sport equipment, craft material etc
- upgrading existing facilities
- training costs
- start up costs for new initiatives/projects

### **What will not be funded**

Grants are not given towards the following:

- Activities that are part of statutory obligations
- Loan repayments
- Retrospective applications where an event or activity has already taken place
- Religious/Political activities unless it can be shown that the event will be open to and for the benefit of the community as a whole.
- Research costs

The above list are examples but for specific clarification please contact the Town Council.

## Amount of Grant

- The Town Council sets aside money within its budget for the grants to be awarded to local organisations and applicants are advised to refer to the annual budget to see the level of allocation for the relevant year.
- Applications for grants in 2020/21 will be considered at every meeting of the General Management Committee (see “Application deadlines” section below).

## Completing the application form

- Please complete all sections of the form; applications may be rejected if incorrect or incomplete information is supplied.
- The Council will only consider requests for specific sums.

### IMPORTANT REQUIREMENT

- **Please submit a copy of your organisation’s constitution, rules or statement of purpose.**
- **Please submit a copy of the year-end accounts for the latest two years or in the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.**

All accounts relating to the organisation must be disclosed, not just those relating to the specific purpose associated with the application.

If your latest accounts show that a surplus was made during the year (after discounting any previous grant) and there was also a balance in reserve at the start of the year, it is unlikely that a grant will be paid in full or even in part as insufficient need will have been demonstrated. If there is a reason for the carrying forward of funds, please explain the position at question 13 of the application form.

- The latest full year accounts must be summarised at question 12 of the application form.
- Good applications demonstrate the social or other service to be provided to the benefit of Elstree and Borehamwood residents.

## Conditions of grant

- The application should be supported by estimates for the project where appropriate, or a price list for items of equipment to be purchased and any further information requested by the Town Council.
- Normally only one grant per year will be made to each applicant by this process and although year on year financial support from the Town Council will not be considered, applicants are not precluded from applying for a grant annually (provided eligibility criteria still apply). Acceptance or refusal of a particular application does not determine, predicate or influence the outcome of any further applications by the same body at a later date.
- All decisions regarding applications are final and non-negotiable.
- All successful applicants will be required to:
  - account for how the grant money has been spent
  - provide copies of all relevant invoices, receipts and purchase orders.
  - submit, within 3 months of the grant being awarded feedback detailing how the Grant was used.
- Your organisation must acknowledge the support of Elstree and Borehamwood Town Council in its promotional material. This helps let people know where the Council's grant aid is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council's website.
- The Council reserves the right to attach conditions to your grant. Any such conditions will be explained in your notification of grant letter.
- You must state if you are applying to other funding organisations for match or part funding.
- The Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded (see Important Note below).
- The Town Mayor or Entertainments Officer or other representative of the Council may wish to visit the applicant organisation or attend one of its events.

### **Important Note on Successful Applications**

The Council reserves the right to implement any or all of the following conditions for beneficiaries of grant monies:

1. A stipulation that failure to provide the requisite information requested by the Town Council on use of any award could disqualify organisations from making further

applications with the Town Council;

2. the Council may seek to recover the grant award if satisfactory information or evidence on use for the intended purpose is not provided; and

3. Any decision by the Council to seek to implement either or both of the conditions at 1. and 2. above may be shared with other local grant providers e.g. Hertsmere Borough Council.

### **Application assessment**

Applications will be considered by Councillors on the following basis:

- strong evidence of need
- benefit to the residents of Borehamwood and Elstree
- the level of involvement of the local community
- how effectively your group will use the grant
- whether the costs are appropriate and realistic
- level of contributions raised locally
- whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- how the group is run and managed.

### **Where do I get an application form?**

You can download it from our website or by contacting the Town Council.

[www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)

Elstree and Borehamwood Town Council  
Fairway Hall  
Brook Close  
Borehamwood  
Hertfordshire  
WD6 5BT  
phone: 020 8207 1382  
email: [admin@elstreeborehamwood-tc.gov.uk](mailto:admin@elstreeborehamwood-tc.gov.uk)

### **Where do I send the application form?**

Please return completed application forms and supporting documentation to the address above, marking the envelope: 'Grants'. No faxed or emailed forms will be accepted.