

Policy and Procedure

Large Capital Grants

1. Purpose

- 1.1 The large capital grants' fund provides grants of up to £12,500 for capital projects that help and support the community.

2. Funding

- 2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £25,000 per annum to support local organisations with capital funding from the large grants' budget.
- 2.2 The total amount available annually, i.e. £25,000, will remain the same in each of the years outlined above and will not be increased for inflation.
- 2.3 Applications for grant funding can be made in April and October each year; on each occasion, £12,500 is available. Grant funding awards will be made at the following Full Council meetings.
- 2.4 Applications for funding must exceed £1,000 and can be no greater than £12,500.

3. Application and selection criteria

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not normally be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals, except in exceptional circumstances.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a large capital grant.

4. How much money can be applied for?

- 4.1 Applications for funding must exceed £1,000 and can be no greater than £12,500.

4.2 Projects require 50% match funding of the total project cost.

5. What can the grant be used for?

5.1 The grant can be used for the one-off purchase of materials and equipment, or the one-off provision of a service that makes Lyme Regis a better place to live, work and play.

6. What can't the grant be used for?

6.1 Any costs not directly associated with the project.

6.2 Retrospective funding, i.e. money already spent.

6.3 Paying off debts already incurred.

6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

7. Other

7.1 Groups and organisations applying for a community fund grant must:

7.1.1 comply with this policy and procedure.

7.1.2 complete an 'end of project' report.

7.1.3 spend their grant money within the financial year it has been allocated.

7.2 Groups and organisations applying for a large capital grant must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies

7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.

7.4 Applications for large capital grants can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications and the requirements of other applicants.

8. Application Process

8.1 The application must:

- 8.1.1 state the main activities of the organisation
- 8.1.2 provide details of the project
- 8.1.3 explain who will benefit from the grant and how
- 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
- 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding
- 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council
- 8.1.7 the availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

9. Supporting evidence

- 9.1 Applicants must provide:
 - 9.1.1 full project costs, e.g. quotes, invoices, other grants
 - 9.1.2 copies of their governing document or constitution
 - 9.1.3 an application signed by two of the organisation's officers.
 - 9.1.4 details of the organisation's current financial status, i.e., copies of most recent bank statements/passbook, its previous year's annual accounts,
 - 9.1.5 copies of its business plan, medium-term financial plan and corporate plan
- 9.3 Payments will not be made to individuals or private bank accounts.
- 9.4 The application must be completed in full.
- 9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

10. Selection process

- 10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

- 10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:
- 10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of
 - 10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.
- 10.3 Decisions on grant funding will normally be made by the Full Council in May and November each year.
- 10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

11. Reporting process

- 11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:
- 11.1.1 explain how successful the project was
 - 11.1.2 explain who benefited from the grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

12. Timetable

- 12.1 The annual timetable is:
- 12.1.1 end-February and end-August – the large capital grants' fund opens for applications.
 - 12.1.2 mid-April and mid-September– deadline for applications.
 - 12.1.3 May and October – members consider and approve large capital grant funding bids
 - 12.1.5 end-April and end-October the following year – organisations provide feedback to the council on what the large capital grant has achieved.

13. Publicity

- 13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

Implementation date: 11 December 2024

Review date: December 2028

John Wright
Town clerk
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