

Mumbles Community Council Grants Policy

1. General

1.1 Mumbles Community Council agreed increased funding in April 2018 to help responsible and properly constituted organisations both improve existing and potentially create new facilities and events.

1.2 Following the adoption of our Community Plan, our Grants Scheme is being reviewed to:

- a. Increase the number of applications we receive, and the diversity of organisations and projects we are able to support.
- b. Continue to improve the quality of applications we receive to assist our decision-making.
- c. Encourage more partnership working with grant beneficiaries, to ensure value for money and enable us to communicate with residents about the impact of our grants.

1.3 The underlying principles in considering support for any applications will remain that they are beneficial to all our residents and, with medium and large grants in particular, that they will be of benefit to future generations.

1.4 All applications will need to contribute to delivering one of the following outcomes from our Community Plan:

- a stronger local economy
- fewer transport issues
- an improved built environment and public realm
- a cleaner and better maintained local area
- a more sustainable local area
- improved community assets and activities
- reduced isolation of older people
- increased visitor numbers (primarily off season)

1.5 Your application will need to demonstrate how your proposed project will contribute to one of these outcomes. For example, it will not be sufficient to say that you wish to apply for £500 for sports equipment. You will need to outline how the use of sports equipment will lead to one of the outcomes e.g. improved community assets and activities.

1.6 For medium and large grants you will be required to submit:

- ✓ the most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information
- ✓ a copy of the last 3 months' bank statements.
- ✓ a copy of the Constitution or rules of the organisation
- ✓ If contractors are used for any work, MCC will require organisations to provide written estimates
- ✓ details of any additional funding secured or applied for, as well as any fundraising carried out.

1.7 In considering such applications the Council will be particularly concerned that the organisation applying has the ability to operate and manage the facilities in a financially sustainable manner without requiring contributions towards running costs from MCC.

2. Eligibility

2.1. In order to qualify for a grant the organisation must:

- ✓ Either be based in the MCC area or be directly supporting and benefitting residents of that area
- ✓ Be a not-for-profit company or association, OR a charity or company with charitable aims, OR a constituted community or voluntary organisation
- ✓ Applications from commercial organisations will only be considered if tied in with legally binding terms to the provision of specific activities of community benefit agreed with MCC.
- ✓ Have a bank account specifically for the organisation. No monies can be paid into personal bank accounts.

2.2 There are four types of grant, small, medium and large grants, and ongoing funding.

	Amount	Deadline	Purpose	Link to application
Small	Up to £1000	Available throughout the year	Intended for short-term projects or one-off events that meet an immediate need against one of the objectives of our Community Plan	https://www.surveymonkey.co.uk/r/FC9MR9L
Medium	Up to £5000	Available throughout the year	Intended for longer term investment in local facilities, equipment or larger-scale events that demonstrate impact against at least one of the objectives of our Community Plan	tbc
Large	Over £10,000	Applications must be received by 31 st October	Intended for strategic partnerships that meet more than one of the objectives in our Community Plan and will safeguard, maintain or develop a significant community asset of benefit to the whole of the MCC area.	Applicants should discuss their application with MCC prior to submitting and can discuss any need for ongoing subsidy that consistently meets our aims and objectives. Please contact the Clerk to discuss via council@mumbles.gov.uk
Ongoing	Up to £5000 for up	Applications must be	Intended to support ongoing activities that meet the	Please contact the Clerk to discuss via council@mumbles.gov.uk

	to 3 years	received by 31 st October	objectives of MCC and deliver an ongoing service for residents.	
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3. Restrictions

3.1 Normally MCC’s contribution in response to applications for medium and large grants will not exceed 50% of the total cost of the project. Therefore you will need to demonstrate that you have sought other funding elsewhere. MCC reserves the right to exceed this proportion of the total cost of the project if exceptional circumstances can be clearly demonstrated. This restriction does not apply for small grants.

3.2 Volunteer time put into delivering the project can be counted towards the organisation’s financial contribution.

3.3 In respect of grant applications to support our local schools these must come from the School’s PTA and cannot duplicate any statutory provision from the Local Education Authority and must facilitate genuine community use.

3.4 National appeals are, with limited exceptions, outside the scope of MCC’s grant scheme.

3.5 At present, the Council is prevented by statute from giving financial assistance to individuals.

3.6 Grants will not be made for any monies already spent prior to any application being considered by MCC.

3.7 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.

3.8 The award of a grant in one year or period does not set a precedent for any subsequent applications.

4. Application Process



4.1 After an application is submitted, we might request additional information or clarification. This may lead to a short delay in reaching a decision but we will endeavour to keep this delay to a minimum.

4.2 Applicants will be advised whether their application has been successful only after the Full Council has considered the application following a recommendation from the Finance & Compliance Committee.

4.3 Successful applicants will be sent a terms letter for signing. Only on satisfactory completion of all the conditions specified will a cheque be issued and sent to the applicant.

4.4 Grants should be spent for the purpose and on the project/activity for which they were given and the Council must receive due recognition and advertisement of any grants awarded. Such recognition will include prominent display of the MCC logo on all paperwork and publicity and state that the event/project has been supported by Mumbles Community Council. Where equipment or facilities have been provided a plaque must be prominently displayed indicating the support of MCC.

4.5 Organisations receiving grants are required to provide the Council with a written report within one month of completion of their project or as detailed in their terms letter. The report should detail how the funds were spent and how residents of Mumbles are benefitting. All relevant invoices should be attached as an appendix to the report. The report may also be included in the Council’s newsletter or however the Council wishes to use it. Organisations receiving grants may also be invited to give a presentation to the Committee or Council.

4.6 If contractors are used for any work, the Council will require organisations to provide a certificate from a suitably qualified person that the works have been carried out in a satisfactory and workmanlike manner.

Specific Conditions for Large Grants (to be discussed with applicants prior to submission of application)

5.1 Large grant applications should aim to build a strategic partnership between MCC and the applying organisation. This may be to safeguard a significant community asset in the Mumbles area, maintain a community group or activity or establish a facility of benefit to Mumbles residents.

5.2 Large grants should be factored into the MCC budgeting as part of the annual budgeting process, and may be planned over more than one year. The funding awarded should not come out of the general grants budget, except for in exceptional circumstances e.g. unforeseen underspend. For this reason, there is an annual deadline of 31st October for grant applications to be finalised and submitted so that Council can consider their merits as part of the overall budgeting process.

5.3 A detailed business plan will be required that clearly demonstrates the ability of the organisation to deliver the proposed project and the rationale for the facilities specified in the application (through, for example, SWOT analysis). Specifically, it should clearly demonstrate that the income generated by the new/improved facilities will cover the revenue costs of such use. Detailed estimates of hours of use and the pricing policy for such use should be included, alongside information about any similar facilities in the catchment area. MCC will be able to provide exemplars of appropriate business plans and to provide advice if required.

5.4 For applications for capital expenditure, applicants will also need to provide evidence of legal ownership or a lease of at least 25 years and planning consent for any new developments.

5.5 It will be necessary to provide a copy of the tender document/specification that has been submitted and responses must be obtained from a minimum of THREE building contractors/design architects.