



Small Grants Policy

Prepared by: Steve Brayne Finance Officer
Reviewed by: Gina Langley Town Clerk/RFO
Date: Revised April 2024
Next Review date: March 2025

Contents

1. Introduction

2. Types of Grants Available

3. Aims of the Grant Making Programme

4. Who can apply

5. Activities that will not be supported

6. Conditions of Awards

7. Applicant Contribution

8. Application Process

9. Application Form

1. Introduction

- 1.1 Colne Town Council has a commitment to encourage, support and promote local community, voluntary and not-for-profit organisations in Colne for the benefit of the Town.
- 1.2 Colne Town Council is primarily funded by the residents of Colne via a charge on the Council tax collected by Pendle Borough Council, and any grant funding must be distributed in an open and transparent manner to reflect the value and contribution of the organisation in the local community.
- 1.3 Decisions relating to Grants have been delegated to the Finance, Employment and Services Committee and this policy is designed to act as a guide for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

2. Types of Grants Available.

The Town council operates three separate Grant schemes:

- 2.1 The **Small Grant** scheme is for grants up to a value of £1,000.

This is a Community based scheme to support the people of Colne (see Section 3 below)

- 2.2 The **Climate Change Grant** is for grants up to a value of £1,500.

This Grant was introduced to promote and support community-led projects which lead to a realistic and measurable reduction of carbon emissions, and which are designed to leave a sustainable legacy of low carbon behaviour.

The Council will consider providing Climate Change grants covering the following five key areas –

Area 1 Building refurbishments promoting energy efficiency and renewable energy solutions.

Area 2 Sustainable and active travel – e.g. Cycling, walking, car share and community transport schemes.

Area 3 Reducing, Reusing, and recycling – toys, books, clothes, waste, plastic – local swaps.

Area 4 Behavioural changes – educating, empowering, and encouraging the community to reduce their carbon footprint.

- 2.3 The **Nature Reserve Grant** is for grants of up to ~~£15,000~~ £5,000 for any of the Nature Reserves within the Colne boundaries. NB: Only persons affiliated with the Nature Reserves will be able to claim this funding.

3. Aims of the Grant Making Programme

The Town Council provides grants to support the following aims: -

- I. To enable local people to participate in voluntary groups and activities.
- II. To help the Town's voluntary groups to improve their effectiveness.
- III. To support organisations which meet the needs of people experiencing social exclusion or economic difficulties.
- IV. To ensure there is equality of access and opportunity for all residents of Colne to the services it provides and funds.
- V. To improve or enhance the local environment.
- VI. In all its considerations, Colne Town Council will aim for value for money for the local taxpayer.

4. Who can apply

4.1 Grants will only be considered for groups and organisations operating within Colne which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the Town.

4.2 At the Council's discretion, it may consider groups and organisations out of the Town providing the service or activity is of direct benefit to a resident in Colne.

5. Activities that will not be supported

5.1 The following will not be considered for support: -

- I. Applications by individuals.
- II. Regional or National organisations, unless they are for a specific project benefitting Colne residents.
- III. Commercial organisations.
- IV. Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- V. "Upward funders" i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- VI. Political parties.
- VII. Activities of a predominantly religious nature.
- VIII. Multiple applications by the same organisation in one year will not usually be supported.

6. Conditions of Awards

6.1 The following conditions will apply to all applications: -

- I. The grant must be used for the purpose for which the application was made.
- II. If the group is unable to use the award for the stated purpose, all monies must be returned to Colne Town Council.

- III. All awards must be properly accounted for and evidence of expenditure should be supplied to the council as requested. The Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided.
- IV. The awarding of a grant should not be seen as an ongoing commitment.
- V. A fresh application, on the Council provided application form, is required each year.
- VI. The Council reserves the right to discontinue the grant programme.
- VII. Colne Town Council will consider contributing up to 50% of a project cost
- VIII. Colne Town Council has a total budget set of £6,370 for the Small Grant and Climate Change Grant and £15,000 available for the Nature Reserves, this is capped at £5,000 per Nature Reserve unless otherwise agreed with Colne Town Council.

7. Applicant Contribution

7.1 The availability of funding for Grant awards is limited. In considering the merits of such an application, the Town Council will take into account the extent of financial contribution and/or contribution by way of volunteer commitment translated into a monetary value made to the project.

7.2 The extent of contribution sought should not exceed 50% of the total project value.

8. Application Process

8.1 Applications will only be considered when: -

- I. They are made via the Council's approved application form.
- II. They are accompanied by details of the group's constitution and management board.
- III. The form has been signed by an appropriately authorised person on behalf of the group or organisation.
- IV. Estimates, competitive quotations and specifications have been included if appropriate.
- V. They are accompanied by a copy of your latest accounts.
- VI. You have demonstrated what active steps your group or organisation are taking to encourage engagement from all sections of the Colne community.
- VII. Any application form received which meets Colne Town Council's overall Grant conditions will be taken to the next available Finance, Employment and Services (FES) Committee meeting.
- VIII. The decision of the FES Committee is final.



Colne Town Council
GRANT REQUEST FOR FUNDING
(Revised 2025)

Colne Town Council will consider contributing up to 50% of a project cost.

Type of Grant: **Small / Climate / Nature Reserve** (Circle the applicable Grant)

Project Title:.....

Name of person submitting bid:.....

Role of person submitting the bid:

On behalf of (please include contact details):.....

.....

.....

.....

Brief Details of the Organisation:.....

.....

.....

.....

.....

Total Project Cost: £.....

Amount requested: £.....

Brief details of Project:.....
.....
.....
.....
.....

Main Outcomes to be achieved:.....
.....
.....
.....
.....

When will Project be implemented?.....
.....
.....

Who will undertake the Project works?.....
.....
.....

Is there match funding for the Project from elsewhere?.....

If so, please give details:.....
.....
.....

Signature of person submitting bid:.....

Date of Submission:.....

Please enclose a copy of the organisations latest finance statement, either bank statement or accounts, or contact the Town Clerk for advice. Please return completed and signed form to Gina Langley, Town Clerk, Colne Town Hall, Albert Road, Colne, Lancs, BB8 0AQ – email g.langley@colnetowncouncil.org.uk 01282 861888