



Mablethorpe & Sutton Town Council

Community Resilience & Warm Spaces Fund

Purpose

Mablethorpe & Sutton Town Council has identified and reserved funds of up to £50,000 to support voluntary groups, community groups, self-help groups and faith sector organisations within the parish that are providing or aim to provide valid community response and assistance.

The Community Resilience & Warm Spaces Fund is open to application between 1st November 2022 and 30th April 2023 (the Town Council reserves the right to extend or revoke the date range as necessary). Funding of up to £3,000 per application will be considered.

Funds will be allocated on merit and will be awarded to established organisations and self-help groups and careful consideration will be given to applications received from start-up/self-help groups who can demonstrate both need and community benefit within the parish. Funding is not available and cannot be used for the benefit of individuals or groups outside the parish area. All applications must meet the criteria outlined below:

Eligibility

- The Community Resilience & Warm Spaces Fund is open to applications from voluntary, community or faith sector organisations, registered charitable organisations, community interest companies, not-for-profit community businesses, community amateur sports clubs, not-for-profit groups which has governing documents and an active management committee within the parish boundary of Mablethorpe & Sutton Town Council.
- Applications may also be considered from voluntary start up community self-help groups.
- Applicant organisations must operate and provide benefit for residents within the parish boundary covered by Mablethorpe & Sutton Town Council **OR** must be able to significantly show and demonstrate that any proposed activity will positively benefit residents of the parish
- Applicant organisations must provide proof of a bank or building society account in the organisation's name which requires at least two signatures and, where possible, an audited set of annual accounts; where applications are received from start-up groups, a simple but workable 'business plan' is required.
- Applicant organisations must have appropriate safeguarding policies and procedures in place and are able to evidence them if the proposed activity involves vulnerable adults, children or young people.
- The Town Council reserves the right to offer a donation of equipment or goods in place of any monetary donation to any organisation.

We cannot fund.

- Incomplete applications, where the grant application form has not been fully completed or required information and documentation has not been provided.
- Applications from national bodies without a valid and proven local link, branch or association to the parish or from organisations unable to demonstrate their effectiveness in the parish or real benefit to local residents.
- Work which has already taken place, started or where funds will be used retrospectively.
- Activities which are mainly of a political or religious nature.
- Applications from individuals, businesses or third parties.
- Applications on behalf of groups whose aim is to apply, manage and disseminate public funds within the parish.
- Salaries, general out of pocket volunteer expenses or general running costs.

- Applications for outstanding rent for room or storage hire, NNDR (business rates) other property charges or other service charges relating to premises or to the purchase of premises.
- Applications for individual vehicle hire or vehicle purchase. **Please note** community transport **can be** supported.
- Applications for general appeals, sponsorship or general fundraising requests from local or national organisations.
- Applications for projects, events or activities whose primary aim or purpose is fundraising or match funding.
- Applications to pay back loans or costs against any loss (including income) or existing or future debt.
- Applications to fund building works, property repairs, property maintenance or associated costs (i.e. planning permission fees or architect costs etc.).
- Applications for any projects over £5,000 unless it in exceptional circumstances; where repeat applications are received, an 'End of Grant' report must be received prior to consideration or release of funds for further funding.

How to apply for funding

- All grant applications must be made in writing and submitted on the Community Resilience & Warm Spaces Fund application form - available via email from:
clerk@mablethorpesutton-tc.gov.uk or from the Town Council website:
www.mablethorpesutton-tc.gov.uk/
- Forms must be clear, legible and preferably submitted by email to the above email address.
- A complete copy of the organisation's latest set of accounts, or **at least** three bank statements, governing documentation and relevant policies relating to the project **must be supplied** within seven days of the grant application being submitted.
- Start-up groups are encouraged to discuss their aims, objectives and goals with a member of staff prior to submitting an application.

How applications will be considered

- All applications will be evaluated and verified by a Town Council Officer.
- Mablethorpe & Sutton Town Council will delegate powers to the Town Clerk in consultation with minimum 5 elected Members, appointed by the Town Council from time to time, in order to expedite decisions between meetings to consider and make recommendations on allocations of Community Resilience Funding and to make expedient donations to organisations.
- Incomplete applications will be declined.
- Mablethorpe & Sutton Town Council may seek further clarification on any details or information contained within any application received and may liaise with external parties to verify information or details contained within the grant application.
- Where necessary, organisations will be asked for any further information or to discuss their application in more detail before a final decision is made.
- Mablethorpe & Sutton Town Council will allocate funding and donations in a fair and open manner, judging each application on its own merit.
- Funds are allocated under the provision of various Local Government Acts and Audit Regulations.
- Town Councillors are governed by a Code of Conduct and have an obligation to declare any personal interest, disclosable pecuniary interest and other registerable interest when considering the allocation of funds.
- Applicants will be notified in writing, via email following the decision on applications.
- The Town Council will encourage effective partnership working across the parish to ensure support for all residents and best value is achieved.

Criteria to be considered

- Applications must be entirely related to the provision of services associated with or as a result of hardship or support for local residents under the generally accepted terms of providing warm spaces (guide attached) and available at: www.cdn.ymaws.com/cilip.site-ym.com/resource/resmgr/cilip/information_professional_and_news/press_releases/2022_10/a_warm_welcome_2022.pdf
- These may be associated with hardship, vulnerability or food poverty but there may be other issues. There must be a clear correlation between the expenditure and direct benefit to members of the community in the above context.
- Applications must come from a bona-fide, newly formed or established organisations that are directly linked with the provision of Community Resilience & Warm Spaces related aid and support.
- Organisation must have (or seek to appoint) a committee and/or trustees to monitor the income and expenditure of the grant and **must provide** a written report to the Town Council (at least every 3 months) using collated data of how funding was spent to benefit residents (i.e., no. of meals / food parcels provided to the community; no. of persons attending and using warm space facilities). This is particularly important in the event of repeat applications.
- Applicants should not seek funding for services that are provided elsewhere or for services that their clients can seek elsewhere. The Community Resilience & Warm Spaces Fund provided by Mablethorpe & Sutton Town Council cannot be used to backfill any national service provision made by Government, other Authority or service providers.
- Grants (or equipment donations) are strictly time limited and will only be available while the community fund remains open to application (i.e., 1st November 2022 to 30th April 2023).

If your application is successful

- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before funds are released.
- Funds will be paid to successful organisations via cheque.
- Receipt of funds received must be confirmed by email to: clerk@mablethorpesutton-tc.gov.uk
- Equipment purchase (where appropriate) will be made by the Town Council and donated to the applying organisation/group who will take on the ownership and all responsibility for such equipment.

Grant conditions

- Interim (monthly) reports **must be submitted**, and an 'End of Grant Report' **must be submitted** upon completion and delivery of the project.
Reports must highlight how the project has benefitted and made a difference to the organisation and the community and include details as how the funds were spent.
- Mablethorpe & Sutton Town Council will work alongside organisations to complete a news release which can be issued to the press, on social media and reciprocal websites. Support will be provided to draft the information, which must be signed off by both the organisation and the Town Council before it is formally released.
- Organisations will be invited to attend (or submit a report) to the Annual Town Meeting (held annually in May) to update about the funded project.
- Funds awarded **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose for which the funds will be used, they must formally write to Mablethorpe & Sutton Town Council and seek approval for the funds to be used for a different purpose **prior to** any change of purpose. No further work should be carried out on the project until this formal approval is granted.
- Mablethorpe & Sutton Town Council reserves the right to request all funds to be repaid should they not be used for the stated purpose or project outlined in the original grant application.

- If an organisation is unable to spend all of the funds allocated to the project or for the purpose stated in the original application, any unspent monies must be returned to Mablethorpe & Sutton Town Council at the earliest opportunity.
- If an organisation is unable to fulfil the project to which funding has been allocated, the organisation must immediately repay the grant funding in full to Mablethorpe & Sutton Town Council.
- In cases where a funded project generates a profit, Mablethorpe & Sutton Town Council must be informed in writing and the Town Council reserves the right to request for the profit to be paid back to the Community Resilience & Warm Spaces Fund unless the organisation can prove to the Town Council that any profit will be utilised to benefit the organisation positively and those in the community which it supports.

Assistance

If you have any questions or queries associated with your application or need assistance to complete the application form, please email: clerk@mablethorpesutton-tc.gov.uk or call 01507 613644.

Please note – this policy will be developed and adjusted according to the needs of the community.

The Town Council retains the right to update this policy, vary criteria or withdraw funding support at any time.