



DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

Telephone & Fax: 01379 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

Community Grant Scheme - Guidance Notes

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents whenever possible. One of the ways this is done is through financial grants. The Council's Community Grant Scheme is for two main categories of grant:

Project Grants

These grants are of a one-off nature for, for instance, the purchase of equipment or services to provide or improve a facility or activity for the residents of Diss. Evidence will be required at the end of the project of how the grant was used. However, no commitment is given by the council to any future grant funding.

Operational Grants

These are annual grants to support the ongoing costs of the organisation's activities. Annual monitoring reports will be required, and the Council will seek to review its ongoing commitments to those organisations from time to time, and maintain an ongoing dialogue about the effectiveness of the grant funding.

Whichever category the grant falls under, the criteria used will be broadly the same, the differences being in the level of scrutiny required.

Timetable

Applications for new grants to be received by:	Recommendations of Grant Panel to be considered by Council	Grants payable from:
31 st January	March	April
31 st July	September	October

Existing operational grants – monitoring information to be received by	Recommendations of Grant Panel on operational grants to be considered by Council for inclusion in following years budget:	Grants to be payable from
31 July	October	April

Decision Making Procedure

The Council's Community Grants Panel will consider any applications for new grants received in accordance with the above timetable.

Organisations already in receipt of an Operational Grant will be asked to provide monitoring information each year in accordance with the above timetable to justify continuation of the grant. This will be considered by the Panel and a recommendation made to full Council prior to budget setting for the following year.

Grants Panel Procedures

- Grant applicants may be invited to meet the panel to give further explanation in support of their application if the Panel consider this would be helpful, but will not be present during the Panel's deliberations
- The Panel however, only has an advisory role and their meetings will not be open to the press and public. The applicants will be advised of the recommendations of the Panel after the meeting.
- The Panel will not make final decisions, but will make recommendations to the Full Council.

Grant Criteria

The Council's Community Grants Panel will consider each application for grant against the following criteria:

Criteria Applicable to all applications

One or more of these criteria **must** apply for the application to be considered. The facility or service will:

1. benefit the residents of Diss as a whole
2. benefit a specific category of residents of Diss, particularly disadvantaged or vulnerable sections of the population
3. provide a service or facility not currently provided elsewhere in Diss
4. add to or improve existing facilities
5. make better use of under-used town council facilities (such as the DYCC, or sports ground)
6. be freely available to all sections of the community

In addition to the above, the following **will** be required of grant applications for ongoing operational funding, and **may** be required in respect of project grants:

7. Evidence is provided of efforts to generate income from other sources
8. The organisation will be required to provide copies of its latest audited accounts, together with a budget/business plan for the period covered by the grant applied for.
9. Evidence is provided of set targets and robust methods of measuring the achievement of those targets.

Additional Considerations

The following will also be taken into account when assessing applications

1. Current availability of the requested resource
2. Priority due to existing users of facilities
3. The effect or impact on other parts of the community
4. Previous applications and/or awards
5. Any alternative sources of support or funding and whether the DTC award is dependent on such

Exclusions

Because the Community Grant Scheme is targeted to benefit Diss residents there are some cases where Diss Town Council will not provide grants, including:

- General appeals (e.g. national/international disasters)
- National organisations without a locally based group
- Individuals (e.g. sponsorship for individual sportsmen and women)
- To “branches” that could be funded by their main organisation
- Commercial enterprises which aim to generate a profit
- Activities of a party political nature
- Services which should be provided by statutory funding
- Activities considered to be the responsibility of a central government agency or Principal Local Authority (District or County Council)
- For buildings that are uninsured
- Schemes that have already been completed or for items already purchased.
- (For project grants) costs of routine maintenance and repair of equipment, or salaries or routine administration costs

Conditions of Grant Support

The following are the standard conditions that will apply to all grants. The Council may add further conditions where appropriate.

1. The organisation receiving the grant must have a bank account in its own name, with at least two signatories required to sign cheques. (The Town Council will not pay grant into the accounts of individuals)
2. If using council premises and facilities, the organisation must comply with all reasonable requests and requirements of the Town Council, including insurance and risk assessment.
3. The Council may, in lieu of grant payment offer free or reduced price use of council facilities or premises for which a charge is normally made. However, the organisation should not assume it will receive any special treatment (including the services of council staff during an event) or discount of charges by virtue of any grant received, unless this is explicitly stated. (Please note that, whilst Diss Town Council owns the Corn Hall, this facility is operated by an independent Trust, and the Council cannot provide free use of the Corn Hall, for which hire rates are set by the Corn Hall management).
5. On completion of the project (or annually in the case of Operational grants) the organisation will be asked to provide a monitoring report demonstrating how the funds have been utilised.
6. Any breach of the above conditions or any false or misleading statement in the process of the grant application may lead to the cessation or repayment of grant.