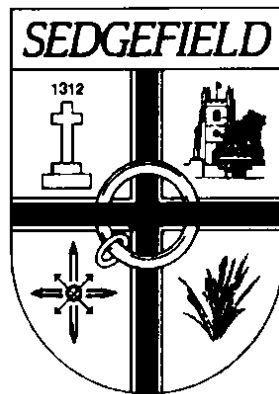


# Sedgefield Town Council



## EXTERNAL GRANT FUNDING POLICY & PROCEDURES

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2.0	14.10.19	Sept-2019	Projects & Media Co-ordinator

# **SEDGEFIELD TOWN COUNCIL EXTERNAL GRANT FUNDING POLICY**

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This Sedgefield Town Council External Grant Funding Policy was adopted by the P&R Committee on 14<sup>th</sup> October 2019 and will be reviewed at least annually by the Policy & Records Management Working Group with any recommendations for change being made to a P&R Committee meeting.

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## 1. INTRODUCTION

The purpose of this policy is to explain how Sedgefield Town Council will identify and aim to maximise opportunities to obtain grant funding from external sources to fund projects that benefit Sedgefield.

Requests received by the Town Council from external groups or individuals seeking funding are dealt with by the Community Chest.

## 2. AIM

To establish a framework for accessing, managing, monitoring and evaluating grants obtained from external funding sources to support the Town Council and local groups and organisations in Sedgefield.

## 3. OBJECTIVES

The objectives to underpin the above aim are as follows :-

- 3.1. To deliver organised events adding value to community engagement and participation.
- 3.2. To provide additional assets and services which would not normally be provided by the Town Council e.g. because of financial or environmental constraints etc.

## 4. REPORTING TO THE TOWN COUNCIL

- 4.1. There are opportunities for the Town Council to apply for a wide variety of grant funding. In accordance with the Town Council's Delegation Scheme and the reporting structure in Appendix 1, the Town Clerk and Projects & Media Co-ordinator will provide reports on external grant funding progress to committees as follows :-
  - Community Development & Engagement – Reports relating to community events, play areas and community affairs;
  - Environment – Reports relating to open spaces, allotments, cemeteries and closed churchyards;
  - Policy & Resources – Reports relating to council policy, assets and estates.
- 4.2. It has been recognised that the Town Council needs to have a Business Plan which identifies the Council's key priorities for its four year term of Office. Work is underway to produce such a Plan, however, it is important in the interim that the Town Council does not miss out on the opportunities of external grant funding.
- 4.3. Town Council officers and Councillors must declare any conflict of interest in relation to any external grant application.

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- 4.4. If individual councillors come up with an idea for a project that could benefit from external funding, they need to write a report and take it to the appropriate Committee for consideration.
- 4.5. The Town Clerk and Projects & Media Co-ordinator will make the Town Council aware through the appropriate committee when they become aware of a potential source of external grant funding. Sometimes these sources of grant funding will have a lengthy deadline date, allowing a report to the appropriate Committee for Councillors to consider. When this is the case, reporting will be as detailed in Appendix 1.
- 4.6. It is recognised that at times there is a short lead time for external grant applications that do not fit in with the relevant committee's meeting date and therefore do not allow sufficient time for the proper authorisations. Should this occur, grant funding opportunities will be progressed through the most relevant Council Working Group as determined by the Town Clerk. When this is the case, reporting will be as detailed in Appendix 1.
- 4.7. The remit of committees and working groups are to support and progress external grant funding applications.

## 5. EXTERNAL GRANTS AND THE COMMUNITY

Sedgefield Town Council has a long history of working alongside local community groups such as Sedgefield in Bloom, with success in helping groups identify and complete grant funding applications to benefit the community as a whole. The Town Council currently provides ongoing assistance to Sedgefield Youth Club Management Committee and Sedgefield Sowers & Growers for any such funding opportunities. It will also consider any approaches from other community groups in Sedgefield.

## 6. ASSESSMENT CRITERIA

Before applying for a grant, an assessment should be carried out on the likely impact and outcomes of the grant on the Town Council.

Points to consider include :-

- Does the grant align with the Town Council's Business Plan?
- What impacts will the grant have on council business?
- How will the grant positively impact the Parish?
- Does the Town Council have the capacity, expertise and resources to carry out the task for which they are receiving the grant?
- Are there necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping.
- What are the risks and emerging issues that may affect the Town Council's duties to fulfil the obligations under the grant?

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## 7. RISK MANAGEMENT

There are many opportunities for the Town Council to bid for external grant funding, however, progressing applications without a risk assessment should be avoided if the programme does not meet the key priorities of the Council. The Town Council's risk management procedures should be utilised with particular attention given to :-

- The reliability and sustainability of the funding source, especially if it is a multi-year project
- Commitments for match funding need to be considered and secured if necessary
- Claw back clauses in funding agreements must be considered carefully to ensure the Town Council is not unduly exposed to financial risk should the project fail to deliver
- Consideration must be given to how the project benefits can be sustained beyond the funding life of the project

## 8. MONITORING OUTCOMES

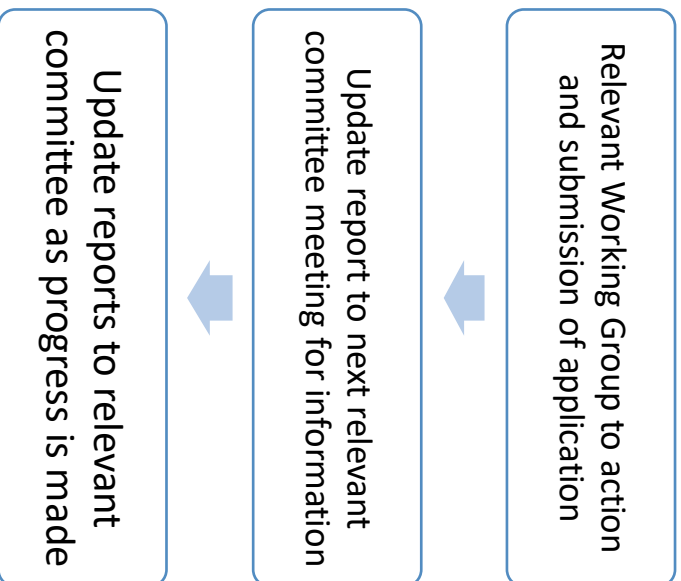
Monitoring and evaluation is a vital way of measuring the impact of grant funding. It helps demonstrate the difference projects have made to the Town Council or local community and also highlights the positive and negative aspects of the application experience.

External grant funding sources may require regular updates on use of the external grant, including progress of milestones, outcomes and impacts that may have been highlighted during the application process. These updates should be provided by the officer responsible for filling in the application.

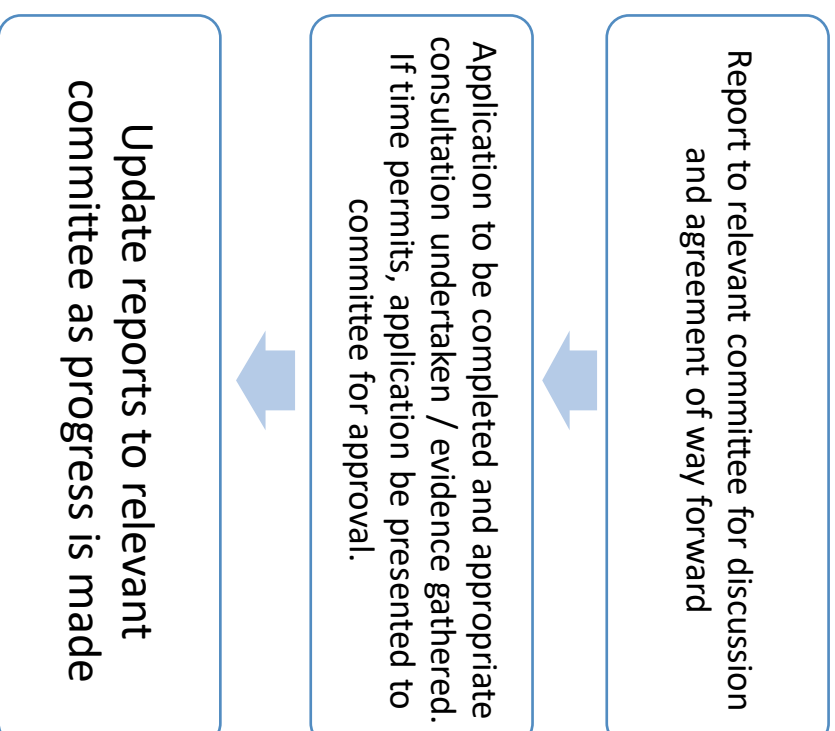
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# Appendix 1 : External Grant Funding Reporting Structure

## Short Deadline



## Long Deadline



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