



**To Members of the Grants Sub Committee:**

Cllrs Birch (Chair), Holland-Delamere, Hibbert, Russell and Stevens

**You are hereby summoned to attend a meeting of the Grants Sub-Committee to be held in the Town Council Committee Room, Northampton Guildhall, on Thursday 15<sup>th</sup> June 2023 at 12:30 noon when the business set out below will be transacted.**

This Sub-Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded. Public participation is in accordance with the Town Council's public participation policy.

Cc'd electronically to all other councillors for information

**Stuart Carter**  
Town Clerk  
9<sup>th</sup> June 2023

**Guildhall**  
Northampton  
NN1 1DE

**A G E N D A**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS GRANTS SUB-COMMITTEE HELD ON 12<sup>th</sup> APRIL 2023 – ATTACHED**
- 4. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND**  
*Pages 3 - 5*
- 5. GRANT APPLICATIONS TO THE COMMUNITY GRANT SCHEME**  
*Page 7*
- 6. GRANT APPLICATION TO THE COMMUNITY GRANT SCHEME RECEIVED BUT AWAITING FURTHER CLARIFICATION**  
*Page 9*
- 7. GRANT APPLICATIONS FOR BLOOM GRANTS VIA COUNCILLOR'S COMMUNITY FUND**  
*Page 11*

**8. GRANT APPLICATIONS TO THE CLIMATE CHANGE GRANT SCHEME**

*Page 13*

**9. TO REVIEW THE UPDATED GRANTS POLICY DOCUMENT**

*Page 15 – 20*

**10. ITEMS FOR CONSIDERATION FOR THE NEXT MEETING**

## GRANTS SUB-COMMITTEE

MINUTES OF THE GRANTS SUB-COMMITTEE HELD ON 12<sup>TH</sup> APRIL 2023 AT NOON IN THE COMMITTEE ROOM OF THE TOWN COUNCIL'S OFFICES WITHIN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch (Chair), Hibbert and Holland-Delamere

**OTHERS PRESENT:** Councillor Stevens (Chair of Environmental Services Committee)

**OFFICERS PRESENT:** Mr S Carter (Town Clerk) and Miss F Barford (Democratic Services Officer)

### 50. APOLOGIES

No apologies were submitted.

### 51. DECLARATIONS OF INTEREST

Councillor Hibbert declared a non-pecuniary interest in Councillor Community Fund application CCF177 under item 53, he further declared a non-pecuniary interest under minute 54 F as he was Trustee of Community Law.

### 52. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS GRANTS SUB-COMMITTEE HELD ON 24<sup>TH</sup> MARCH 2023

**RESOLVED:** The Chair was authorised to sign the minutes of the previous Grants Sub-Committee meeting held on 24<sup>th</sup> March 2023 as a true and accurate record.

### 53. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

- a) St Vincent De Paul's Society – **CCF176** – £1,600 - Entertainment and Dinner for Over-60's and Family Trip to Wickstead Park – Councillors Meredith and Fuchshuber – Talavera

**RECOMMENDED:** That application CCF176 be approved to the sum of £1,600.

- b) Standens Barn Residents Association – **CCF177** - £1,500 – Proposed Community Organisation – Councillor Hibbert – Riverside

**RECOMMENDED:** That application CCF177 be approved to the sum of £1,500.

### 54. GRANT APPLICATIONS TO THE COMMUNITY GRANTS SCHEME

- a) The Lowdown Northampton – **CGF56** - £15,000 – 300 Counselling Sessions at £50/hour

It was commented that the Lowdown do great work in the community and that offering them a funding commitment over a period may be beneficial to them. £15,000 was above the £10,000 that had previously been discussed as a maximum annual grant, though this was yet to be adopted as policy.

The Sub-Committee were keen to support the Lowdown and wanted to seek the view of the Community Services Committee of offering a £10,000 annual grant over a period of 2/3 years. This would aid them in planning and also the town council in administration.

**RECOMMENDED:** That this application be deferred pending talks with the Lowdown on committed funding over 2/3 years and pending the views of the Community Services Committee.

b) NorFAMton – **CGF57** - £5,000 – Annual Festival

A Councillor stated that Northampton Town Council with partners had arranged a Windrush 75 Celebration event scheduled for the 22<sup>nd</sup> June 2023 and wondered if the applicant has consulted with the Windrush 75 Working Group led by the Northampton Museum and Art Gallery.

**RECOMMENDED:** That application CGF57 be deferred for further information.

*DSO's note: The applicant requested this application be withdrawn after this meeting and therefore no further action was required.*

c) Football for Foodbanks CIC – **CGF58** - £2,700 – Football Pitch Hire

In response to a question, the Town Clerk explained the organisation provide a space for people of all-abilities to play football for a small fee and each week they purchase goods to provide to local foodbanks. The Town Clerk explained the organisation would use the funds to hire the University of Northampton's football pitches and offer free sessions to those who provide evidence of Universal Credit entitlement.

A Councillor requested that an evaluation be provided from the applicant on the progress of their expansion, how many people attend, how they advertise and their foodbank donations.

**RECOMMENDED:** That application CGF58 be approved to the sum of £2,700.

d) Community Law Service (Northampton & County) – **CGF59** - £8,432 – Bangladeshi Community Outreach Project

A Councillor raised concern as the project was a pilot and the amount engagement from the Bangladeshi community was undetermined and the funds if approved would fund a year worth of sessions held every two-weeks. It was posed by a Councillor that the application be approved for 50% of the requested amount and that an evaluation form be completed by the applicant detailing the impact of the Bangladeshi Community Outreach project and then the Grants Sub-Committee could determine to fund the remainder of the requested amount.

**RECOMMENDED:** That application CGF59 be approved to the sum of £4,216 and the applicant complete a Grant Evaluation six months into to the project to be considered for the remainder of the requested amount.

## 55. ITEMS FOR CONSIDERATION FOR THE NEXT MEETING

Councillor Stevens explained the recent Climate Change Grants scheme had received a few applications however, he had been reviewing applications to determine whether they would be

applicable to the scheme and in doing so had questions on the process the Grants Sub-Committee undertake.

Councillor Stevens continued the current process was that applications were reviewed by himself and a Climate Change Forum volunteer, if deemed suitable it would be presented to the Climate Change Forum and if deemed successful at the Climate Change Forum it would be presented to the Environmental Services Committee for a formal and final decision. So far there had only been a handful of applications and only one of which was deemed suitable, though this was yet to be formally presented.

The issue of funding staffing costs had been an issue on a number of occasions, and it was Cllr Stevens' opinion that these should be covered by a grant where significant difference could be made. The Sub-Committee confirmed that they were in the process of reviewing their policy and that on occasion where specialist services were being bought in, then it was a grey area whether this was wages or not, but that they were minded to support. Further focus on this was required.

It was suggested that the Grants Sub-Committee take on a role in assessing the Environmental Grants given their expertise in the area which Cllr Stevens was supportive of. The Town Clerk explained this would be feasible however, consideration would have to be given on the minutes and how the recommendations were made given that the Grants Sub-Committee would in theory report to two main committees, Community Services Committee for Community and Councillor Grants and Environmental Services Committee for Environmental Grants. the Climate Change Grants would have to be reviewed and adopted by the Environmental Services Committee.

Consideration would also have to be given to having formal representation on the Grants Sub-Committee from a member(s) of the Environmental Services Committee.

The Sub-Committee were in favour of all grants being considered by them and recommendations made to the appropriate committees. The Clerk would have to look at how this would be managed and a formal agenda item added to approve this

It was noted that this would be formally included on the agenda at the next meeting.

**MEETING CONCLUDED: 1:50PM**

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

#### 4. GRANT APPLICATIONS TO THE COUNCILLOR'S COMMUNITY FUND

- a) Rectory Farm Pocket Park Group - **CCF178** – Pocket Park Activities - Cllr Holland-Delamere - £1,000 – Rectory Farm
- b) Hanging Baskets for Trinity – **CCF179** – Cllr Birch - £760 - Trinity
- c) Community Spaces Semilong Community Centre - **CCF180** – Semilong Community Hub - Cllr Marriott - £1,000 - Semilong
- d) 99<sup>th</sup> Girl Guides & Brownies - **CCF181** - Guide Camp Holiday - Cllr Holland-Delamere - £500 – Rectory Farm
- e) United Women and Youth Programme – **CCF183** - £2,500 – Cllrs Haque (£600), Alwahabi (£300), Ismail (£1,000), Tarasiewicz (£300) and Ashraf (£300) – Abington, Castle & St James
- f) Community Space St Crispins - **CCF186** - Park Bench - £1,000 – via Cllr Meredith (£500) & Fuchshuber (£500) – Talavera

**THIS PAGE IS INTENTIONALLY LEFT BLANK**



## 5. GRANT APPLICATIONS TO THE COMMUNITY GRANT SCHEME

- g) Northampton Town Centre BID – **CGF68** – Classic Car Event - £3,000

“A classic car event, encouraging local owners to exhibit their cars. An event was delivered in Market Harborough last year involving 300 cars and attracting 14,000 visitors for the day.”

Item	Cost
50% Match Funding towards the cost of physical road closure on Abington St and Traffic Marshalls	£2,000
Match Funding towards marketing costs, leaflets, posters, banners and Facebook campaign to promote.	£1,000

## 6. GRANT APPLICATIONS TO THE COMMUNITY GRANT SCHEME RECEIVED BUT AWAITING FURTHER CLARIFICATION

- h) The Lowdown Northampton – **CGF56**

The Town Clerk contacted the applicant regarding the Grants Sub-Committee’s recommendation of potential 2/3 years’ worth of committed funding. The applicant advised the Lowdown would appreciate secured funding over the next 2/3 years to provide 19-25 year-olds Counselling sessions.

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

**7. GRANT APPLICATIONS FOR BLOOM GRANTS VIA COUNCILLOR'S COMMUNITY FUND**

- i) Ramagarhia Board Northampton - RBN Bloom Project - **CCF184** - £200 – Cllr Haque - Castle
- j) Friends of St Peters Marefair - Churchyard Planting - **CCF185** - £200 – Cllr B Purser – Abington

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

## 8. GRANT APPLICATIONS TO THE CLIMATE CHANGE GRANT SCHEME

- k) [South Court Environment Ltd](#) (SCE) – **CCGS1** - Education and Action to Mitigate Climate Change

“Our work is across 6 sites including the management of a 200 tree traditionally-managed orchard (off Billing Road East) and the upkeep of this important site in perpetuity is highly important. This specific project will work in our 2 larger sites (Abington Lodge and Wilsons Orchard), both of which are in the Town Council’s area. To that end we not only work on site, especially with the fruit trees and accompanying wildlife but also for visitors’ comfort (paths and seating etc.) We now wish to continue that work with the planting of new / replacing of fallen fruit trees. And also with the planting of other tree species to make the boundary fences more diverse, and their aftercare.

In order to involve more members of the local community directly in this work we need further tools (spades and mower-repairs in particular) as well as buying more and different fruit trees and hedgerow trees. The Project also aims to promote younger people’s involvement / learning / wellbeing through activities within the project, and SCE will seek collaboration with organisations for which young persons’ wellbeing is an aim, including educational organisations (all ages) but others as well. Expected number of organisations approx. 12.”

Item	Cost
Employment	£3,000 (@£12.50 p/h)
Expenses Volunteers/Visitors	£550
(Element) of Community Events	£350
Trees/ Tree Care etc.	£450 – e.g. 40x Hedgerow Sapling trees @ £5 each; 15x Fruit Trees @ £20 each.
Tools, incl replacement/servicing	£250 e.g. spades purchase @ £19 each; Mower repair £44
(Elements of) PR & Admin	£200
Travel/Transport	£200

**THIS PAGE IS INTENTIONALLY LEFT BLANK**

## 8. REVIEW UPDATED GRANTS POLICY DOCUMENT

*DSO's note: All amendments have been highlighted in yellow.*

**RECOMMENDED:** The Grants Sub-Committee review the Grants Policy document that has been amended in accordance to the minutes of Grant Sub-Committee meeting held on 24<sup>th</sup> March 2023 and provide any comments.



**Northampton Town Council**

# Community Grants Policy

## Contents

Introduction.....	16
Grant Schemes.....	17
Eligibility.....	17
Applying for a Grant from The Councillors' Community Fund .....	18
Applying for a General Community Grant .....	19
Grant Evaluations .....	19
Conditions of Grants.....	19
Receipt of Grant.....	20

## Introduction

1.1 Northampton Town Council has a commitment to encourage, support and promote volunteer organisations and charities within its area for the benefit of the Town. The Town Council makes an annual budget provision for Community Grants to help meet its aims.

1.2 Community grants come from taxpayer funds and key principles of this policy are to ensure that grant expenditure is open and transparent and that any grants awarded are proportionate to the benefits they are expected to achieve.

1.3 Decisions related to Community Grants have been delegated to the Community Services Committee acting initially through its Grants Sub-Committee. This policy is designed to act as guidance 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.

1.5 The Town Council seeks to provide grants which meet the following outcomes:

- a. Any purpose which will enhance the economic, social and environmental well-being of their ward or part.
- b. Providing information to constituents, or seeking the views of constituents, whether about the Council or about any other matter affecting the economic, social or environmental well-being of the Council's area.
- c. Contributes towards a particular policy objective which the Council may determine from time to time.

## Grant Schemes

The Town Council operates two separate grant schemes:

2.1 The **Councillors' Community Fund** is for grants nominated by individual Ward Councillors and will generally be for amounts not exceeding £2,000. A Councillor can only provide £2,000 to one organisation per financial year. Applications for this scheme will be considered at least three times per year via our Grants Sub-Committee meeting grant deadlines can be found [here](#).

2.2 The **General Community Grants Scheme** is for grants generally of a value in excess of £2,000 with a maximum of £10,000 being awarded in a financial year, which will benefit a greater proportion of the area served by the Town Council than a single Ward. Applications for this scheme are considered by the Grants Sub-Committee and the Community Services Committee.

## Eligibility

3.1 The schemes are only open to: Community Organisations, Local Charities, Community Interest Companies and Not-For-Profit Limited Companies.

3.2 Bodies must have a bank account in their own name or an agreement with a ratified organisation to hold the funds on their behalf.

3.3 Projects must deliver a clear benefit to the residents of Northampton.

3.4 The Town Council will not fund: hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

3.5 The Town Council will prioritise grants to bodies serving residents mainly contained within its area and will not normally award grants to bodies serving the whole of the area of the former Borough of Northampton and beyond. Such bodies will generally be directed to the West Northamptonshire Council and/ or the relevant town or parish council.

3.6 The Town Council reserves the right not to make grants to those who apply. No commercial organisation, Individuals or schools will be considered for a general grant. No regional or national charities will be considered unless it is for a specific project in or benefit to the area of Northampton Town Council.

## Applying for a Grant from the Councillors' Community Fund

4.1 Each Town Councillor has been allocated an annual sum of £3,000 (in some cases £4,200) from which they can nominate bodies to receive grants in accordance with this Policy. A majority of persons benefitting from the award of the grant will normally reside within the boundary of that Councillor's Ward. Councillors may, however, join with colleagues and nominate a body serving an area greater than one Ward. - **REMOVED FUNDS WILL BE CARRIED FORWARD**

4.2 Applications will be nominated by individual Ward Councillors whose details and contact information can be found [here](#) and include all information requested on the form which is available at [here](#). An application will not be presented to the Grants sub-committee until it has been endorsed by the Ward Councillor and all required information has been provided.

4.3 New/start-up organisations should submit a financial statement containing their proposed budget.

4.4 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.

4.5 Applicants requesting up to £200 may submit a simplified request detailing the project they are undertaking and what the funds will be spent on. Clauses 4.3 and 4.4 do not apply to donation requests.

4.6 Councillor nominated grant applications will be considered at least three times per year by the Grants sub-committee. Grant application deadlines can be found [here](#)

## Applying for a General Community Grant

5.1 Applications should be made on the application form via the Town Council [website](#) and include all information requested on the form. An application will not go to the Grants sub-committee until all required information has been provided.

5.2 Applicants may be asked supply the previous two years of accounts and a recent (within three months) bank statement. If this is not possible then please explain why and instead submit recent bank statements

5.3 Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.

5.4 Applicants may attend the sub-committee meeting where their grant will be considered to answer any questions which may arise.

5.5 The deadline for applications to be considered for this scheme shall be set by the Town Clerk and generally correspond with the Council's budget setting cycle however, application can be reviewed throughout the financial year. The deadline date shall be published as soon as practicable. Grant application deadlines can be found [here](#).

## Grant Evaluations

6.1. Recipients receiving a grant in excess of £200 shall provide an evaluation once the project has been completed on the prescribed form.

6.2. Receipts for all expenditure above £500 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

## Conditions of Grants

An application under both schemes shall indicate agreement to the following conditions.

7.1 Recipients shall complete an evaluation as required.

7.2 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

7.3 Northampton Town Council expects organisations to co-operate in gaining press and other publicity for events/facilities funded by the grant.

7.4 Recipients must use the Town Council's logo and the wording 'supported by Northampton Town Council' on all correspondence and publicity relating to the project supported by the grant.

7.5 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.

7.6 The Council may apply any additional conditions it deems necessary as part of the grant award

7.7 The Grants sub-committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application. Any misuse of grant aid funds will result in appropriate legal action.

7.8 Where an organisation receives a grant it shall be on the condition that Members of the Grants sub-committee may visit its premises, the site of the project and/or event.

7.9 Any grant awarded will be expected to be taken up within six months of the date of the award being made unless a written application for an extension is made to the Grants sub-committee by the first day of the month in which the six-month period expires, and the extension is allowed. In this event, a date will be specified by which the expenditure must be made. If any grant aid is not expended by the specified date(s) the grant will be recovered.

7.10 Where an application will be used as matched funding to lever in additional funding from other sources, the Council's grant will not be released until confirmation is received that all funding to enable the project to proceed has been achieved.

## Receipt of Grant

8.1 Successful applicants will be required to enter into an agreement to the grant conditions contained within this Policy prior to the grant being released.

8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement

8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.