



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Tuesday 25 July 2023 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



19 July 2023

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 3):

Councillors Iain Dawson, Clive Fletcher, Nick Houghton, Melanie Jones, Lou Lowton

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Tuesday 25 July 2023, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 14 June 2023 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Review and Confirmation of Insurance Cover <ul style="list-style-type: none">➤ Report PR01/23 to follow
5.	Review of Town Council Grants Scheme <ul style="list-style-type: none">➤ Report PR02/23 to follow
6.	Date and Time of Next Meeting <ul style="list-style-type: none">➤ Wednesday 2 August 2023 at 6.00 pm

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 14 June 2023 at 6.00 pm**

Councillors

I Dawson
C Fletcher
N Houghton
M Jones (from 6.05pm)
L Lowton

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk
Cllr Clive Hooper
Cllr David Watkins

1. ELECTION OF CHAIR

Cllr Iain Dawson was elected Chair of the Policy and Resources Committee for 2023/24.

Cllr Jones joined the meeting at 6.05pm

2. ELECTION OF VICE-CHAIR

Cllr Clive Fletcher was elected Vice-chair of the Policy and Resources Committee for 2023/24.

3. APOLOGIES FOR ABSENCE

None.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, and these were signed by the Chairman:

- Policy and Resources Committee meeting 3 May 2023.

PUBLIC PARTICIPATION

None.

6. QUARTERLY ACCOUNTS – FOURTH AND FINAL QUARTER 2022/23, JANUARY, FEBRUARY, MARCH 2023

Management Accounts for the fourth and final quarter ending 31 March 2023

Report PR01/23 was received and accepted and the Town Clerk presented the quarterly accounts for the fourth and final quarter of the 2022/23 financial year.

Committee received the management accounts.

The Town Clerk summarised the accounts which showed that there was a deficit balance of £4,511 being taken from General Reserves, £1,412 ahead of the budgeted deficit for the quarter, after having taken account of any transfers to and

from earmarked reserves. In summary, this is an underspend against budget of £1,412 for the fourth quarter of the 2022/23 financial year.

The management accounts showed variances of £1,005 under budget against administration and £6,269 over budget against operational costs. The Town Clerk outlined the main variances of these which were detailed in the report.

There had been an underspend of £3,151 against the Asset Renewal and Refurbishment budget.

Year to date

As the fourth quarter is also the final quarter, the Town Clerk outlined the main variances for the financial year 2022/23 as a whole. For the year to date, there was an underspend against budget of £31,343. This surplus would be added to General Reserves.

Budgeting for the 2022/23 financial year was undertaken in December 2021, when there were many variables and unknown factors for large projects. Notably, it had been assumed that Belle Vue Terrace building would have been sold and the Town Council offices set up in a new building at Victoria Park, neither of which had happened, therefore the underspend was a reasonable figure and overall the council had performed well.

It was **RECOMMENDED** that Council approves the Quarterly Accounts for the fourth and final quarter, ending 31 March 2023.

7. REVIEW OF TOWN COUNCIL GRANTS SCHEME

- Cllr Iain Dawson declared an interest - he is secretary for the 1st Malvern Scout Group who have applied to the scheme in the past.
- Cllr Nick Houghton declared an interest – Malvern Pride have applied to the scheme in the past.

Report PR02/23 was received and accepted.

The Town Clerk explained that the grants scheme had seen a detailed review in 2020, followed by light touch reviews in 2021 and 2022, when no major changes were made. However, it was now time for a thorough review to be carried out again, and councillors were asked to make recommendations for any changes based on eight discussion points included in the report.

Attention was drawn to the fact that there had been fewer applications made for both large and small grants in the past two years, despite the scheme running biannually, and members were asked to consider possible reasons for this.

Councillors also discussed the issue of whether running costs could be claimed for and how this would be governed.

It was **AGREED** to hold an extra meeting of the Policy and Resources Committee so that the grants scheme could be discussed in detail, with the reviewed scheme being recommended to Full Council for adoption.

8. REVIEW OF FLAG FLYING POLICY

Report PR03/23 was received and accepted.

The Town Clerk explained that this policy related only to the two flag poles in Town Council ownership – on the front of the building at Belle Vue Terrace and at the library.

It was **AGREED** to change the wording of 'Rainbow' flag to 'Pride' flag to represent the meaning of it more accurately.

It was **RECOMMENDED** that with this amendment, Full Council adopts the Malvern Town Council Flag Flying Policy for council-owned flag poles.

9. CALENDAR FOR POLICY REVIEWS

Report PR04/23 was received and accepted.

Following the work of the policy review task and finish group in recent months, all policies were now up to date. A calendar of suggested dates for future reviews was presented to committee for approval. The schedule would mean that each policy would be reviewed at least once in each four-year council term, with the exception of:

The environmental policy which will be reviewed annually, by the Operations and Planning Committee

Larger policies such as health and safety, financial regulations, and standing orders which have each been given a separate quarter for review

A task and finish group may need to be set up to discuss any policies relating to human resources

It was **AGREED** to approve the calendar for policy reviews to cover the period 2023/24 until 2026/27.

10. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting will be Wednesday 14 June 2023 at 6.00 pm.

EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11. STAFFING MATTERS

The Town Clerk updated the meeting on current staffing matters.

The meeting finished at 6.45 pm.

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Tuesday 25 July 2023 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF TOWN COUNCIL'S GRANTS SCHEME

1. Purpose of Report

1.1. For committee discussion.

2. Recommendation

2.1. Policy and Resources Committee is asked to review the Town Council's grants scheme for small grants, large grants and emergency grants as introduced in 2020 and to make any recommendations for changes as committee feels appropriate.

3. Background

3.1. Policy and Resources Committee undertook an in-depth review of the Town Council's grants scheme in June/July 2020. As a result, a number of significant changes were made to improve the scheme. Further reviews took place in April 2021 and April 2022, but no significant changes were made.

3.2. The past two years have seen a low application rate for both small and large grants and with a new committee, officers thought it an ideal time to undertake a further review of the scheme and ensure it is both effective and user-friendly.

3.3. The current grants scheme guidance notes are attached at Appendix A to this report.

3.4. Officers have reviewed the grants scheme policy and have identified eight discussion points:

1) Timing of the scheme

The scheme is now running bi-annually in August/September and February/March.

Discussion point – are these timings working and how does council deal with any applications in-between?

2) Emergency grants

The Special Grants scheme has been removed and replaced with Emergency Grants for Exceptional Circumstances.

Discussion point – is this system working as there have been no emergency grants claimed during the last year?

3) Amounts of awards

i. Small grants up to and including £500

ii. Large grants – advisory limit of between £501 and £2,500 unless there is a specific reason to exceed this

Discussion point – do committee members feel that these limits are suitable?

4) Frequency of applications

The current scheme allows an organisation to apply each year with every application to be considered on its merits and therefore the frequency is only relevant if there are pressures on the budgeted funds available.

There are also no definitive rules on whether an organisation can apply once or twice in a single year and perhaps this needs to be clearly stated.

Discussion point – this issue raises its head year after year; do members feel that any additional rules need to be added or are the current rules manageable?

5) Nature of organisation

At present, no organisation is barred from submitting an application, as long as it is not-for-profit, and it does not break any grant rules but a number of councillors have raised the issue of funding for schools.

Discussion point – do councillors wish to see any further rules introduced on which organisations can qualify for a grant and if there are any further exclusions?

6) Bank Accounts

Some smaller organisations do not have their own bank accounts and either run through an individual's account or that of a larger organisation. This precludes them from applying for a grant.

Discussion point – should the Town Council include special circumstances to allow applications without a specific bank account or does this cause a risk in the security of funds?

7) Application forms

The application forms are attached at Appendix B to this report. The layout having been simplified and improved from the previous formats.

Discussion point – the application forms have been simplified and put into a clearer format, but are there any suggestions for additions or amendments?

8) Support of running costs

The eligibility criteria are clearly set out within the grant scheme rules, but one of the issues raised by groups is the lack of support for running costs. The historical reasoning behind the exclusion of running costs is so that an organisation does not become dependent on Town Council funding for its core activities, but it does seem apparent that this is one reason why groups do not apply.

Discussion point – should consideration be given to the inclusion of running costs or should they remain excluded?

9) Any other points

Members of Policy and Resources Committee are delegated to decide on whether to award grants.

Discussion point - are there any other improvements which would make your role assessing grants easier and facilitate assessment of the grants? Do councillors feel they are given enough relevant information?

3.5. Following comments, suggestions and amendments made, an amended grant scheme policy will be drafted by Officers and submitted to the next meeting for final approval.

4. Financial Implications

4.1. The annual grants budget for 2023/24 has been set as follows:

- Small grants £5,000
- Large grants £10,000
- Emergency grants – no specific budget, funds to come out of reserves as agreed by Full Council

4.2. Grant funding agreed during the second year of the new scheme has been as follows:

- Small grants £2,370
- Large grants £15,187

5. Legal Implications

5.1. The Town Council has the power to award grants under sections 137, 142, 144 and 145 of the Local Government Act 1972 and section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

5.2. The Town Council can also use the Power of General Competence to award grants.

End
Linda Blake
Town Clerk

**MALVERN TOWN COUNCIL GRANTS SCHEME
GUIDANCE NOTES FOR APPLICANTS**

1. Introduction

- 1.1. Malvern Town Council (hereafter referred to as ‘the Council’) recognises the immense value of voluntary and community activity and its contribution to residents’ well-being, the local economy and the sustainability of a wide range of services which benefit people living and working in the town. The Council’s grants scheme is based on the principles of fairness, responsiveness to local need and ensuring that public money is spent in a responsible manner.
- 1.2. Grant applications are decided against a range of criteria set by the Council. In order for this Council to be able to assess a wide range of very different applications rationally and objectively, it is both necessary and helpful to specify criteria designed to be a general indication of need, but which are not exclusive and can be flexibly applied. The Council expects that individuals and organisations that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud or corruption.

2. Types of grants

- 2.1. Malvern Town Council’s grants scheme is made up of three categories:

Small grants

These are for amounts up to and including £500 and they are awarded twice a year.

Large grants

These are awarded for amounts above £500 and up to an advisory limit of £2,500. This advisory limit can be exceeded by a very specific reason must be stated.

Emergency grants

This scheme provides assistance to organisations where there is an exceptional need for funding, that could not have been foreseen to fit in with the biennial timetable as immediate or quick action is required. Examples of these would be damage to equipment or property not covered by insurance, action to cover hardship raised by extreme circumstances such as a pandemic or extreme weather, or last-minute loss or withdrawal of other funding for a project.

3. The aims of the grants scheme

- 3.1. The Council’s grants scheme is based on the principle of enabling local community organisations to deliver activities and/or projects to the residents of Malvern.
- 3.2. Malvern Town Council provides grant funding to support the following aims:
- i. To provide direct benefit to the residents of Malvern Town.

- ii. To ensure the provision of voluntary services needed by the Town's residents.
- iii. To enable local people to participate in/benefit from voluntary groups and activities.
- iv. To help Malvern's voluntary groups¹ to improve their effectiveness.
- v. To support organisations that meet the needs of people experiencing social and economic difficulties.
- vi. To improve or enhance the local environment.
- vii. To improve access to services for all sections of the community.
- viii. To improve the quality of life of residents of Malvern Town.

4. The eligibility of applications will be assessed against the following criteria

- 4.1. The grant form must be fully completed with all of the relevant information supplied at the point of submission.
- 4.2. Organisations must demonstrate that they are run on a voluntary or charitable basis with governance systems and financial management clearly in place.
- 4.3. Applicants must demonstrate direct benefit to the residents of Malvern Town and in the case of large grants this benefit must be of a significant value.
- 4.4. All grants are offered on a one-off basis to support a particular project, event, activity or purchase of equipment. Grants should not be for running costs.
- 4.5. The funding requested must be commensurate with the benefit obtained by the residents of Malvern Town.
- 4.6. Each application will be clearly considered on its merits regardless of prior funding. The frequency of applications will only be considered if there is a demand for grant funding above the budgeted funds for that year.
- 4.7. Applications for projects where the work has already been completed will not be considered.

5. Malvern Town Council will not fund the following:

- a) organisations that do not provide a service to the Malvern community;
- b) individuals;
- c) general appeals;
- d) statutory organisations or the direct replacement of statutory funding;
- e) political groups or activities promoting political beliefs;
- f) religious groups where funding is to be used to promote religious beliefs;
- g) arts and sports projects or animal welfare groups with no community or charitable element;
- h) projects that take place before an application can be decided;
- i) organisations that have a closed or restricted membership;

¹ The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

- j) Malvern Town Council cannot provide funding for maintenance or improvement of property owned by the Church.

6. Criteria for small and large grants

- 6.1. Groups wishing to receive a small or large grant will need to complete the relevant application form and provide the required additional supporting information.
- 6.2. Large grants should provide a significant and wide-reaching benefit to the residents of Malvern Town.
- 6.3. Grants must be spent within one year of being awarded. Any unspent monies left after this time must be returned.
- 6.4. Grants cannot be used to support a group's normal running costs and this includes staffing costs.
- 6.5. Grants can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose.
- 6.6. Organisations must show that there is a dedicated bank account for funds to be paid into. Payments cannot be made into an individual's bank account.
- 6.7. Should for any reason an organisation disband or the project not be completed, the Council may ask for all or part of the monies to be paid back.
- 6.8. Organisations may only submit one application at one time.
- 6.9. Additional grant conditions may also be attached to any funding the Council agrees and these will be set out in the award confirmation letter.
- 6.10. Failure to comply with any conditions attached to a grant may result in a request for the grant to be repaid and may affect future grant assistance.
- 6.11. Grants are awarded at the discretion of the Council and the decision is final.

7. Application and determination process

- 7.1. The small and large grants scheme is run twice during the year, once in August/September and again in February/March.
- 7.2. Applicants are required to complete and return the application form and send with all supporting documentation to arrive no later than 12 noon on the date stated, either by email or in hard copy.
- 7.3. Applicants are required to submit a short statement (as indicated on the grant application form) explaining how the grant will be beneficial to your organisation and to the community or residents of Malvern Town. This statement will be presented to committee to assist in the decision-making process and is essential when evaluating a grant application.

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APPENDIX A

- 7.4. Town Council Officers have the right to refuse an application which has been submitted without the required supporting information or an explanation as to why this information has not been supplied by the deadline.
- 7.5. Applications will be evaluated by Town Council Officers and then presented for consideration and decision at the appropriate meeting of Policy and Resources Committee.
- 7.6. The full details of all grant applications will be available on file for scrutiny by any Councillor prior to the meeting. The Town Clerk will provide a summary of the applications for members of the Policy and Resources Committee to consider.
- 7.7. Representatives from the applicants' organisations are encouraged to arrange to make a short presentation in support of their application at the start of the Policy and Resources Committee as indicated on the relevant annual grants timetable on the Town Council's website.
- 7.8. Applicants will be notified of the Council's decision following the relevant Policy and Resources meeting. Those organisations who are notified that their application has been successful must claim their grant by written request as detailed in their award letter.
- 7.9. All organisations in receipt of grants will be required to acknowledge the Town Council's contribution on publicity/printed material.

8. Monitoring and reporting requirements

- 8.1. Groups are expected to provide Malvern Town Council with written evidence of how the money has been spent and the benefit it has brought to the people of Malvern. This information should be submitted in the form of a short report (no more than 500 words), within twelve months of the grant being awarded so that it can be presented to Policy and Resources Committee.

9. Further information

- 9.1. Further information on the Council's Grants Scheme is available at www.malverntowncouncil.org/about-your-council/what-we-do/ or by contacting Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

August 2020

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		

Account number:	
Account name:	
6. Supporting information to be included ✓	
Latest available statement of accounts.	
A copy of your organisation's aims and objectives.	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	
Date:	

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
LARGE GRANT APPLICATION FORM**

LARGE GRANTS are for amounts between £501 and £2,500 inclusive. If you require a higher amount, you must state the specific reason for this limit to be exceeded.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested (if above £2,500 please state specific reason for this)	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
Is this a new initiative for your organisation and if not, what are the ongoing benefits of a repeat event or project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No

Sort code:	
Account number:	
Account name:	
6. Supporting information to be included ✓	
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.	
A list of those involved in running the organisation, including trustees if appropriate.	
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.	
A recent bank statement in the name of the organisation.	
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
A business plan or other similar document showing future plans for the organisation.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	

**AGENDA ITEM 5
APPENDIX B**

Date:	
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For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

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**MALVERN TOWN COUNCIL
EMERGENCY GRANT APPLICATION FORM**

EMERGENCY GRANTS are for exceptional circumstances only, where the need for funding could not have been foreseen and where immediate or quick action is required.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£

**AGENDA ITEM 5
APPENDIX B**

Briefly outline the reason for your application and how the amount requested will be spent:	
How will the grant benefit Malvern Town residents/the Malvern Town community?	
How many residents of Malvern Town will benefit?	
Have you received any grant funding from the Council in previous years and if so, please detail:	
What is the planned delivery date for the project/activity?	
What arrangements are in place for the delivery and management of this project?	
Please demonstrate how this application qualifies as an emergency grant?	

4. Financial information

Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£

5. Bank details

**AGENDA ITEM 5
APPENDIX B**

Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		
Account number:		
Account name:		
6. Supporting information to be included		✓
A written constitution/set of rules that sets out the organisation's purpose and how it is managed.		
A list of those involved in running the organisation, including trustees if appropriate.		
A copy of your most recent annual accounts or financial records showing the balance of funds, income and expenditure. If you do not have financial records that cover a full year, you will need to provide what records you have currently.		
A recent bank statement in the name of the organisation.		
Supporting statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.		
A business plan or other similar document showing future plans for the organisation.		
7. Declaration		
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>		
Name:		

**AGENDA ITEM 5
APPENDIX B**

Signature:	
Date:	

For more information or to submit your application, please contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies

**MALVERN TOWN COUNCIL
SMALL GRANTS MARKING CRITERIA**

Name of organisation:	
Amount Requested:	
Time of Grant Application:	

Assessment of small grant applications is made against the following five criteria, where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 4, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems in place?	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver?	1	2	3	4	5
3. Own bank account and financial information supplied?	1	2	3	4	5
4. Demonstration that project is beneficial to Malvern Town residents?	2	4	6	8	10
5. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)?	1	2	3	4	5
SUB TOTAL					
OVERALL SCORE (OUT OF 30) A minimum of 20 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

**MALVERN TOWN COUNCIL
LARGE GRANTS MARKING CRITERIA**

Name of Organisation:	
Amount Requested:	
Time of Grant Application:	

Assessment of large grant applications is made against the following eight criteria where each item is marked out of five – 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criterion 5, which is double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
SUB TOTAL					
OVERALL SCORE (OUT OF 45) A minimum of 25 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					

**MALVERN TOWN COUNCIL
EMERGENCY GRANTS MARKING CRITERIA**

Assessment of Emergency grant applications Council is made against the following nine criteria where each item is marked out of five - 1 being low compliance and 5 indicating that the applicant has complied with the grant scheme rules as fully as possible, except in the instance of criteria 5 and 9, which are double weighted.

CRITERIA	LOW		MED		HIGH
1. Voluntary organisation with governance systems and constitution in place	1	2	3	4	5
2. Clear description of project/activity with arrangements in place to manage and deliver	1	2	3	4	5
3. Own bank account and financial information supplied	1	2	3	4	5
4. Clear outline of project financing and sources of funding	1	2	3	4	5
5. Demonstration that project will provide significant benefit to Malvern Town residents/community	2	4	6	8	10
6. One-off cost to support a particular project, event, activity or purchase of equipment (ie not running costs)	1	2	3	4	5
7. New initiative or demonstration of continued benefit of annual event	1	2	3	4	5
8. Grant form fully completed with all relevant information supplied	1	2	3	4	5
9. Demonstration that grant is for exceptional circumstances and that the need for funding could not have been foreseen to fit in with the Council's normal biannual grants scheme.	2	4	6	8	10
SUB TOTAL					
OVERALL SCORE (OUT OF 55) A minimum of 40 points must be reached in order for your application to qualify for consideration by the Policy and Resources Committee.					