

## **HOUSE OF INDUSTRY ESTATE APPLICATIONS**

### **CRITERIA FOR THE AWARD OF GRANTS WITHIN THE TRUST DEED**

The Criteria upon which assistance can be awarded is detailed below:

The income of the Charity may be applied as follows:

- (a) Subject to payment of expenses the Council shall apply the income of the Charity in relieving either generally or individually persons resident in the Borough of North Bedfordshire who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.
- (b) The Council may pay for such items, services or facilities by way of donations or subscriptions to institutions or organisations which provide or which undertake in return to provide such items, services or facilities for such persons.
- (c) In exceptional cases the Council may grant relief to persons otherwise eligible who are resident immediately outside the Borough but in the opinion of the Council ought nevertheless for sufficient reason to be treated as if resident, or who are located for the time being within the Borough.

The income shall not, however, be applied as follows:

- (a) In relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds.
- (b) To commit the Charity to repeat or renew the relief granted on any occasion in any case.

### **GUIDELINES FOR THE AWARD OF GRANTS ESTABLISHED BY THE TRUSTEES** **(other than grants made for the purposes of direct awards to individuals)**

1. Whilst each application for financial assistance will be considered on its own merits, provided it falls within the criteria of the Charity, generally, applications should be for one-off non-recurrent funding for specific projects or equipment and normally the Trustees would only provide grant assistance for:

- (a) Capital items up to **£25,000** which do **NOT** involve works to land or property (with any larger requests only being considered by the Trustees in exceptional circumstances). Applications including expenditure on goods or services in excess of £1,000 should have three independent quotations provided for each such item of expenditure;
  - (b) Revenue funding for one-off emergency purposes of up to **£20,000** provided that, where applicants receive such assistance, they be advised that the Trustees will not normally renew revenue assistance in future years. The applicant should demonstrate that the organisation cannot otherwise meet the expenditure (for example it would reduce reserves below a reasonable level or present an imminent risk of insolvency). In determining the application, therefore, due regard would be given not only to an organisation's projected local budget deficit but also to the organisation's financial reserves and its reserves policy. Where such funding is granted, the Trustees may impose certain conditions, e.g. performance monitoring;
  - (c) Revenue funding for specific projects, including additional salary costs, for up to two years from organisations wishing to provide enhanced or additional services for service users who meet the Charity's key criterion of being in need, hardship or distress, subject to the organisation providing annual reports on the outcome to the Trustees. Such funding, where granted, may include the provision of marginal costs specific to the project (i.e. *additional* costs incurred directly as a result of the project) but the Charity will not normally make a contribution to the organisation's existing general overheads or management costs through project funding;
  - (d) The Trustees may consider applications for renewal of funding for the same project upon expiry of funding. Each application for renewal of project funding will be considered on its individual merit at the time of application and taking account of the funding available to the Trust at that time;
  - (e) For applications for assistance in excess of £10,000, or where further clarity is considered necessary, the Council Officers responsible for the administration of grant applications on behalf of the Trust may invite applicant organisations to meet with officers to discuss the scoping of their request before submission to the Trustees.
2. The Trustees may consider an application for assistance from an organisation in meeting its ordinary operating costs where emergency funding is not required but where the activities of the organisation are considered to be of exceptional benefit to residents in need, hardship or distress and where the award will better enable provision of those service. Only one award would normally be made to the same organisation on this basis within any four year period.
3. Where requests are made for contribution to salary costs awards will normally only be made towards the costs of employees whose role is predominantly the

direct provision of services to residents in need, hardship or distress (i.e. managerial or administrative salary costs will not normally be considered to be eligible for an award).

4. The Trustees will particularly welcome applications where an award will enable the applicant to leverage additional grant funding from other grant giving bodies (e.g. matched funding awards).

## **TERMS**

1. Sums awarded should be spent within two years of the date of the meeting the award was made. If the organisation fails to spend the award by the deadline, the full grant or any part remaining will be returned to the Trustees for redistribution;
2. Organisations and charities applying for funding should provide financial information and other information regarding the organisation's activities in the local area in addition to any more general financial information. Normally it is expected that the following information should be provided by applicants;
  - a statement of their policy on reserves
  - the level of reserves held and an explanation of why they are held
  - where material funds have been designated, the amount and the purpose of the designation should be explained
  - where designated funds are set aside for future expenditure, the likely timing of that expenditure
  - financial information at the local Bedford Borough level where national/regional accounts are being submitted
  - the number of Bedford Borough residents assisted, or expected to be assisted, by the organisation;
3. Bedford Borough Council's Assistant Chief Finance Officer has delegated authority to decline applications from organisations not meeting the criteria and guidelines established by the Trustees for the award;
4. Applications for retrospective funding (i.e. requests for reimbursement for capital items/services or facilities for which the organisation had already paid) will not be considered;
5. Any award granted to an organisation is for the specific approved purpose rather than simply a cash grant and if, for whatever reason, after the actual drawing down of the award for the original purpose a balance sum remains, that the sum must be returned to the Trustees for redistribution or a requested submitted for a change of use (see below);
6. Where an organisation is awarded a grant by the Trustees, the amount granted will be limited to the sum requested in the final written application from the organisation;

7. Awards are made specifically for the items requested in the original application. No changes to the items/amount agreed for purchases can be made without the express permission of the Trustees through a change of use request;
8. Organisations are normally required to pay for goods/services and then be reimbursed by the Charity on production of suppliers' copy invoices. The Charity is unable to make payment to an organisation on a pro forma invoice. Where the organisation has insufficient funds to pay for the goods or services prior to receipt of the grant the Council's Assistant Chief Finance Officer may approve payment subject to being satisfied that the funding will be used for the purpose for which the award was made;
9. Organisations requesting funding/or a change of use of funding already agreed by the Charity for any purpose, may be invited to send their Chief Executive or fundraiser to the Trustees' meeting to answer questions on both the work of the organisation and the application (if called upon to do so by the Chair of the Trustees);
10. The awarding of initial or renewal funding for a project must not be construed as implying in any way that funding will be provided for any longer than the period specified in the award.