

Item 5- Grants

Grant Policy

Background

At the Lightwater Committee meeting held on the 2nd July 2024, Members discussed the draft grant policy and unanimously decided to form a working party to review it in more detail. The working party members were as follows:

Cllrs R. Jennings-Evans, Stevens, Turner and Malcaus Cooper

It was also agreed their recommendations will be presented at the next Committee meeting.

Since the meeting Lightwater Library has submitted a grant application requesting Members fund the purchase of a hearing loop for the library to enable Council meetings to continue at the venue and to make it more accessible for community meetings in general.

Action Required

Whilst Members will need to review the whole policy, particular attention should be given to the points highlighted in yellow at point 4 & 6 noting the following suggested amendments:

It is suggested that the following amendments be considered

4. Only **one application** will be considered from any one organisation **in any one financial year except** for umbrella organisations, where one application per member group will be considered.
6. Each grant will be subject to a maximum of £1,000 per project

Members are asked to review the policy in Appendix A and decide to:

Adopt the policy as presented

Or

Amend and adopt the policy inline with the following suggestions:

- a) Only one application will be considered from any one organisation in any one financial year except for umbrella organisations, where one application per member group will be considered.
- b) Each grant will be subject to a maximum of £1,000 per project

Or

Make additional amendments and adopt the policy

Important Information

The budgets have been set for the year 2024-25, with £3,000 being allocated to Lightwater grants.

With this in mind, the draft Lightwater Grant Policy for 2024-25 has been prepared. Please see Appendix A.

Grant Under £500	This grant is only open to all community groups and those wishing to apply must complete a short application form.
Grant Between £500 - £1000	Complete an application form and submit a copy of their constitution.
Grant Over £1000	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <p>A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters.</p> <p>If the grant is £3000 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p> <p>If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application</p>

1. Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council Lightwater Committee, to enable the organisations to undertake voluntary and community sector activities.
2. Windlesham Parish Council Lightwater Committee will consider the allocation of grants to qualifying organisations against transparent and consistent criteria.
3. All grants will be determined by Windlesham Parish Council's Lightwater Committee at each meeting of the Committee.
4. A grant is an allocation of funds to a qualifying organisation during the current financial year, however:
 - On-going commitments to award grants will not be made.
 - A fresh application will be required for each grant application made
 - Only one application will be considered from any one organisation in any one financial year.
 - Grants will not be made retrospectively
5. A Grant is payment made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.
6. The Lightwater Committee have resolved that all Grants for the year 2024-2025, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £3,000 per project.

LIGHTWATER COMMITTEE GRANT AWARDING POLICY 2024-2025

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council Lightwater Committee, to enable the organisations to undertake voluntary and community sector activities.

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The Lightwater Committee have resolved that all Grants for the year 2024-2025, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £3,000 per project.

HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
Grant Under £500	None See page 4 for Terms and Conditions	This grant is only open to all community groups and those wishing to apply must complete a short application form.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting.
Grant Between £500 - £1000	Meet the qualifying criteria on page 3.	Complete an application form and submit a copy of their constitution.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting
Grant Over £1000	Meet the qualifying criteria on page 3.	<p>Qualifying organisations applying for grants over £1,000 must submit an application form and include:</p> <ul style="list-style-type: none"> A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters. <p>If the grant is £3500 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p> <p>If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application</p>	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting

GRANT TERMS

QUALIFYING CRITERIA

An organisation will qualify if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
- It provides activities that benefit the residents of Windlesham Parish, specifically it:
 - is based in the Parish of Windlesham and delivers services to the people of Windlesham Parish, or
 - is based outside of the Parish of Windlesham but provides services to the people of Windlesham Parish.

GRANT AWARDING CRITERIA

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- Number of residents directly benefiting from the grant
- The quality and effectiveness of services provided by the qualifying organisation
- The financial management of the qualifying organisation
- The ability of the organisation to attract new sources of funding
- Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- The ability of the organisation to meet new community needs
- The amount and frequency of previous awards

¹ Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

² There are various risks associated with funding support and qualifying organisations will be encouraged to

carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

CONDITIONS OF RECEIPT

- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated, then Windlesham Parish Council reserve the right to require unspent grant monies to be returned to the Parish Council.
- ALL grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors. Any building or refurbishment projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a wall plaque or the inclusion of the Parish Council name on a sponsors board. Failure to meet this requirement will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

MONITORING PROCESS

- All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

53 Macdonald Road
Lightwater GU18 5XY

3rd July 2024

The Clerk

Windlesham Parish Council

Dear Jo

On behalf of the Lightwater Library Association I enclose an application for a grant for the installation of an induction loop system in the Maddison Room at the library.

Also enclosed are a copy of the quote for the works involved and a copy of the Association's constitution.

I hope this can be given early consideration by the Council as we would like to put in an order to the supplier as soon as possible.

If you need anything else at this stage, please let me know.

Yours,

A handwritten signature in dark ink, appearing to read 'Andrew Newman', with a stylized, cursive script.

Andrew Newman

Chairman



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS £500- £1000
Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation	LIGHTWATER LIBRARY ASSOCIATION
Registered Charity Number (if applicable)	283967
Contact Name	ANDREW NEWMAN
Position within the organisation	CHAIRMAN
Telephone number	01276 475037
Address of organisation	40 53 MACDONALD ROAD LIGHTWATER
Postcode	GU18 5XY
Email address	andrew.newman43@btinternet.com
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO INSTAL AN INDUCTION LOOP SYSTEM IN THE MADISON ROOM. LIGHTWATER COONCILLORS HAVE STOPPED USING THE ROOM FOR MEETINGS BECAUSE THERE IS NO LOOP SYSTEM WHICH IS APPARENTLY A LEGAL REQUIREMENT FOR PUBLIC MEETINGS
Total cost of purpose/project	£ 930
Amount of grant requested:	£ 930

Total number of users of your organisation	UNKNOWN, POTENTIALLY SEVERAL HUNDREDS
Number of your users resident in Windlesham Parish who will directly benefit from the grant	ALL
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Supporting documentation to be submitted with the grant application:

A copy of the written constitution



I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed A. N. Newman Name ANDREW N. NEWMAN

Position in organisation CHAIRMAN Date 1st July 2024

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

To fit a standalone loop system you require the following:

- Wall mounted induction loop system to cover up to 200m². This is the PDA200/E - <https://signet-ac.com/hearing-loop-systems/29-ak-range-200e-loop-kits.html> (available in white finish too). This will wall mount near to the power socket
- Ambient room microphone – this is the Audio-Technica U841R boundary microphone which is ceiling mounted (surface) within the room. <https://www.audio-technica.com/en-gb/microphones/wired/type/boundary/u841r>
- Cabling - there is a small cable to link the microphone to the loop amplifier. You then have the main loop cable that runs the complete circumference of the room (ideally at skirting or dado level (around doors etc. as necessary). This cable is a complete loop going in and out of the amplifier.

The system creates a magnetic field to which the audio is emitted over and is picked up by hear aids with the 'T' position.

Lightwater Library

Induction Loop System

<u>No</u>	<u>Equipment Description</u>	<u>Cost</u>
1	AVX PDA-200/E Wall Mounted Induction Loop System	£ 295.00
1	Audio-Technica U841R Boundary Ceiling Surface Microphone	£ 185.00
1	Induction Loop Cable	£ 75.00
1	Installation Microphone Cable/Terminations	£ 25.00
1	Installation/Optimisation	£ 350.00
Total: (VAT exempt)		£ 930.00

CONSTITUTION

for

LIGHTWATER LIBRARY ASSOCIATION

1 NAME

The name shall be the Lightwater Library Association (hereinafter called 'the Association') and shall be non party and non political

2 OBJECTS

- a) To provide a public lending library for the benefits of the inhabitants of the electoral ward of Lightwater within the Borough of Surrey Heath (hereinafter called the 'area of benefit')
- b) To provide meeting room and village hall facilities for use of the inhabitants of the area of benefit without distinction of political religious or other opinions including use for meetings lectures classes and for other forms of recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants

In furtherance of the above objects the Association shall have the following powers

- i to raise funds by voluntary donation, subscription donation or otherwise provided that the Association shall not undertake any permanent trading activities
- ii subject to any consent as may be required or order of the Charity Commissioners to enter into a contract with Surrey Heath Borough Council to take a lease on the piece or parcel of land situate to the south side of Guildford Road at Lightwater (hereinafter called 'the Library site') from a date to be determined in accordance with the provisions of such contract at a rent of a peppercorn for such term as may be agreed by the said Council and thereafter such rent as may be agreed or determined under the provisions of the said lease
- iii to cause to be built on the Library site and to maintain in good repair a building such as will further the above objects and to keep the grounds of the said site in good order
- iv to do all such things as shall further the above objects

3 MEMBERSHIP

Membership shall be divided into classes

- a) Ordinary Member
- b) Ordinary Family Member

The Management Committee may admit either class of Ordinary member as full members of the Association. The annual subscriptions of Ordinary or Ordinary Family members shall be determined annually by the Management Committee

The Management Committee shall have power in its absolute discretion to waive the annual subscription in cases of need and such persons shall be designated Associate members.

The Management Committee shall have the right in its absolute discretion for good and sufficient reason to terminate the membership of an Ordinary, Ordinary Family or Associate Member provided that the Member concerned shall have the right to be heard by the Management Committee before a decision is made

4 ANNUAL GENERAL MEETING

An Annual General meeting of the Association shall be held within three months of the end of each financial year for the purpose of receiving the annual report of the Management Committee of considering the audited accounts electing Honorary Officers Auditors and members of the Management Committee and any other business. Twenty eight days notice of the Annual General Meeting shall be given

5 ORDINARY GENERAL MEETINGS

The Chairman or the Management Committee may in their discretion call an Ordinary General Meeting. The Secretary shall call an Ordinary General Meeting to be held within twenty-one days of receipt of a request to do so signed by not less than twenty full Members

6 RESOLUTIONS

Any resolution or resolutions intended to be brought before any Annual General Meeting or Ordinary General Meeting by a full Member shall be sent to the Secretary of the Association at least twenty one days in the case of an Annual General Meeting and fourteen in the case of an Ordinary General Meeting prior to the date of the Meeting setting out the precise nature of the resolution to be put and signed by the proposer and seconded by at least one other full member provided however that unless such resolution shall have been notified as aforesaid the Chairman of the Meeting shall be entitled to refuse the resolution without giving any reason therefor

7 HONORARY OFFICERS

At the Annual General Meeting the full Members shall appoint a Chairman, Treasurer, Secretary and such other officers as they may decide and if they see fit may appoint a President. Casual vacancies amongst the officers shall be filled by the Management Committee until the next Annual General Meeting

8 PAID OFFICERS

The Management Committee may appoint and dismiss such paid officers as they consider necessary provided that no member of the Management Committee shall hold a remunerated position

9 MANAGEMENT

The Association shall be managed by a Management Committee consisting of the Honorary Officers and four full members elected at the Annual General Meeting all of whom shall retire annually but in each and every case shall be eligible for re-election. The Management Committee may co-opt such additional persons as in the Committee's opinion may be necessary to forward the Objects of the Association. Co-opted members shall serve until the next Annual General Meeting or for a shorter period as the Management Committee shall decide.

10 PROCEDURE AT MEETINGS AND VOTING

- i Ordinary, Ordinary Family and Associate Members may attend any General Meeting but only full members shall be entitled to vote. Ordinary Family membership shall confer one vote only on such family
- ii Except as provided in Clause 14 any resolution may be passed by a simple majority of those present and entitled to vote
- iii The Chairman or person presiding at any meeting may vote as an individual and shall have a casting vote in the event of a tie
- iv A quorum at any General Meeting shall be ten and at any Management Committee meeting shall be five
- v The Secretary shall keep minutes of all General Meetings and meetings of the Management Committee

11 FINANCE

- i The financial year shall run from the 1st March to the last day of February

Item 7 - To consider request from Lightwater Connected to carry forward unspent 23/24 grants funds.
Lightwater Committee EGM 17th July 2024

Members may recall that in January 2023 the Lightwater Committee granted Lightwater Connected £2,350 to cover revenue costs in the financial year 23-24.

Lightwater Connected have now informed the Clerk that they have £400 unspent funds remaining from this grant and have requested that the Committee consider allowing this balance to be carried forward to the 24/25 year or beyond to offset administration costs.

Members are asked to either approve or reject the request.