

Background

Portishead Town Council provides grants to groups and organisations in Portishead. In order to receive a PTC grant, groups and organisations must demonstrate how a grant will benefit the town and the residents of Portishead. To support the community and development projects stated in the 2020-2021 PTC budget, the PTC Grants scheme has been reviewed to be flexible and supportive to the changing requirements of the residents and organisations of Portishead.

The Recommendations below provide a summary of the future structure, process and delegated authority required for the future PTC Grant Award process.

RECOMMENDATION 1: The Community Matters committee to manage the PTC Grant Awards

It is proposed that the PTC Grant Award process is held within the remit of the Community Matters (CM) Committee with that Committee considering all grants in the first instance.

The CM Committee will consider all grant applications submitted to PTC i.e. there will be an ongoing grants item on CM Committee Agendas from June 2020. Grant applications will be submitted to PTC via a dedicated grants email address and processed by PTC staff and the Grants Working Party.

Grant applications will be submitted to the monthly CM Committee meetings together with a summary of the supporting information and/or a presentation by a representative of the organisation or group applying for a grant. The grant applications will be discussed and reviewed at each monthly CM meeting. If it is decided that a grant application will proceed to the approval stage:

- A grant application for funding **up to £10,000** will be considered and approved by the CM Committee at its monthly meetings although larger grants may be discussed at monthly meetings with decisions being taken on a quarterly basis. Accordingly, the CM Committee will have the **delegated authority** to approve grants **of up to £10,000** - see Recommendation No.5 of this proposal.
- A grant application for funding of **more than £10,000** will be considered by the CM Committee but recommended to a Full Town Council meeting for approval.
- To ensure that grant applications are fully supported for approval or recommendation a **Grants Working Party** will manage the review and preparation of grant proposals – see **Recommendation No.2** of this proposal.

As outlined in Diagram 1 (see attached), if this Grant Award process proposal is agreed, it is envisaged that the 2020-21 PTC Grant Award process will launch and open for applications in June 2020. With grant applications being able to be submitted until December 2020. In subsequent years it is planned that the grant application period will run from April to December.

RECOMMENDATION 2: Proposal to set up a PTC Grants Working Party

As noted in **Recommendation No.1**, it is proposed to set up a Grants Working Party, to review grant applications and make recommendations in respect of applications for more than £10,000. This is to ensure that other PTC stakeholders can input to the recommendation and that grant applications align with strategic, financial and community focused objectives of PTC.

It is proposed that the Grants Working Party comprise of:

- Chair of the CM Committee
- Chair of the Staff and Finance Committee
- Another CM Committee member

The Working Party will consider the grant applications and work with the applicants prior to a Town Council or CM Committee meeting to ensure that a grant application meets both the funding and eligibility criteria and wider PTC strategic and financial objectives.

RECOMMENDATION 3: To set PTC Grant Award funding bands and funding rules

Grant applications to the PTC Grant Award process to be submitted and assessed in relation the funding bands below:

1. **Seed¹ and Small Grants**– request for **up to £5,000** funding
2. **Medium Grants** – request for **£5000 to £10,000** funding
3. **Large Grants** – request for **more than £10,000** funding
 - ‘One off’ grant funding with no service level agreement required
4. **Strategic Grants²** – request for **more than £10,000** funding
 - ‘Ongoing’ strategic grant funding applications that could be multi year and have service level agreement (SLA) elements e.g. require outcome/ target monitoring.

All grant applicants will be eligible to return for grant funding as required during the open PTC Grant Application period. All applications will be submitted and proceed through the Grant Award process subject to the criteria and policies outlined in this proposal.

The opportunity to apply for more than one grant in a financial year is proposed to ensure e.g. seed and small projects are able to access PTC support to move to the next phase of development, if required, so that funding issues do not become a potential barrier to a beneficial Portishead project.

RECOMMENDATION 4: To define the supporting information required to apply for a Grant Award

Grant applications will be submitted for discussion, recommendation, decision and/ or approval by the CM Committee and/ or the Town Council using the supporting information provided.

Aligned with the funding bands recommended in the previous recommendation, grant applicants are will be asked to provide different levels of information to support applications.

The granularity of the supporting information suggested is, for:

- **Seed and Small grants:**
 - Name and status of body applying for grant
 - The amount and timing of grant sought
 - Number of users or other relevant information of the people likely to benefit from the grant

- **Medium grants:**

Same as above plus:

- Charitable or other community group registrations of the body
- Copies of constitution and rules (e.g. Articles, Terms of Reference, Members rules and similar)
- Description of the project for which grant funding is sought, analysis of project costs and timing
- Explanation of any other grants, matched funding or other financial contribution sought or received in respect of the project

- **Large and Strategic Grants:**

Same as above plus:

¹ Seed Grants - for projects requiring a ‘seed’ amount of funding to start. These projects may develop and require further ‘development’ funding or may only require an initial ‘seed’ fund.

² Strategic Grants – for projects requiring longer term funding that will make a ‘strategic’ difference to the town and its residents i.e. PTC would be making a ‘strategic’ investment for the town

- Last 12 months of committee/board minutes
- The last two years of annual accounts and financial reports
- Analysis of any other grants, match funding or financial contributions received by the body over the last two years, for any purpose
- Cash flow forecast for next year, with explanation of the sources of funding for the body applying for grant and project expenditure

For reference a draft PTC Grant Application form is attached.

RECOMMENDATION 5: To define the Delegated Authority powers for the Community Matters Committee in relation to Grant Award approval

For the Grant Award process to be managed by the CM Committee, it is recommended that the delegated authority of the CM Committee in relation to grant approval is:

1. For **Seed and Small Grants** – up to £5,000: Delegated authority to **decide and approve** (at monthly CM Committee meetings and at quarterly Grant Approval meetings)
2. For **Medium grants** – between £5,000 and not exceeding £10,000: Delegated authority to **decide and approve** (at quarterly Grant Approval meetings)
3. For **Large Grants** – more than £10,000: Delegated authority to **discuss and make recommendations for approval** to a full Town Council meeting
4. For **Strategic Grants** – more than £10,000 with SLA elements: Delegated authority to **discuss, and make recommends for approval** to a full Town Council meeting