

PTC - PORTISHEAD TOWN COUNCIL GRANT AWARD PROCESS PROPOSAL

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: Management of PTC Grant Award process by the Community Matters Committee

It is proposed that the PTC Grant Award process should fall within the delegated remit of the Community Matters Committee. The CM Committee will consider all grant applications submitted to PTC and 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 [tbc], reviewed by a CM Grants Working Party prior to consideration by the CM Committee.

Grant applications will be considered at monthly CM Committee meetings together with a summary of the supporting information and/or a presentation by the organisation or group applying for a grant. Once it is decided that a grant application will proceed to the approval stage:

- A grant application for funding **up to £10,000** will be approved by the CM Committee under delegated authority of the Town Council. Approval may take place at the monthly meeting at which the grant is first considered or alternatively, if further work is required in respect of an application, at quarter end meetings¹ – the CM Committee would have the **delegated authority** to approve grant requests **of up to £10,000** - see **Recommendation No.4** of this proposal.
- A grant application for funding of **more than £10,000** will be first be considered by the CM Committee and a recommendation made to a full Town Council meeting for approval. In order to ensure a grant application is fully prepared for recommendation to the Town Council, the **CM Grants Working Party** will also review these grant applications and assist the CM Committee and Town Council in their consideration of the grants.

As outlined in Diagram 1 (see attached), if this Grant Award process proposal and supporting Recommendations are agreed by the CM Committee, the 2020 PTC Grant Award process will formally launch and open for application from the Annual Town Council Meeting in May 2020 [date - tbc]. Completed grant application forms to be returned to PTC until December 2020 [date - tbc].

Subject to discussion and decision at a CM Committee meeting in early 2021, the 2021 PTC Grant Award process will open to applications from April 2021 [date - tbc].

¹ Due to the ongoing Covid-19 context, meeting dates have not been confirmed; provisionally, these quarterly Approval meetings will be in June, September and December 2020.

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

As noted in **Recommendation No.1**, it is proposed to set up a CM Grants Working Party to review all grant applications and specifically to assist with the preparation and consideration of grant applications of more than £10,000. This is to ensure that other PTC stakeholders can input to the recommendation and approval process and ensure that grant applications align with strategic, financial and community focused objectives of PTC.

It is proposed that the CM Grants Working Party will comprise of:

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

The Working Party will consider the grant applications and work with the applicants prior to a CM or Town Council 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 to the funding bands proposed below:

1. **Seed Grants²** – request for **up to £1000** funding
2. **Small Grants** – request for **£1000 to £5000** funding
3. **Medium Grants** – request for **£5000 to £10,000** funding
4. **Large Grants** – request for **more than £10,000** funding
 - ‘One off’ grant funding with no service level agreement required
5. **Strategic Grants³** – 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 Award 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 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.

Aligning with the funding bands recommended in the previous section, it is recommended that grant applicants are asked to provide different levels of information to support applications for the PTC Grant Awards.

² 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.

³ 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

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:

- 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

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

For the Grant Award process to be managed by the CM Committee, it is recommended the delegated authority for the CM Committee in relation to grant applications is reviewed. It is proposed that the CM Committee has the following levels of delegated authority:

1. For **Seed Grants** – up to £1000: Delegated authority to **consider and approve** (at monthly CM Committee meetings)
2. For **Small Grants** – between £1000 and £5000: Delegated authority to **consider and approve** (at monthly or quarterly CM Meetings)
3. For **Medium grants** – between £5000 and not exceeding £10,000: Delegated authority to **consider and approve** (at monthly or quarterly CM Committee meetings)
4. For **Large Grants** – more than £10,000: Delegated authority to **consider and make recommendations for approval to** the Town Council (at a future full Town Council meeting)
5. For **Strategic Grants** – more than £10,000 with SLA elements: Delegated authority to **consider and make recommendations for approval to** the Town Council (at a future full Town Council meeting)

SUMMARY

If the five recommendations proposed are approved by the Town Council, it is envisaged the 2020 PTC Grant Award process will open for applications from May 2020 after the Annual Portishead Town Council meeting [date – tbc].