

## INFORMATION ABOUT COST OF LIVING CRISIS GRANT AID TO ORGANISATIONS AND GROUPS

### 1. PURPOSE OF THE FUNDS

Hebden Royd Town Council (HRTC) serves Hebden Bridge, Mytholmroyd and Cragg Vale. In 2022 HRTC decided to establish a separate committee to support groups in Hebden Royd seeking either financial support, officer support or both as part of the Cost of Living Crisis. The Town Council has delegated powers to this committee to continue to distribute funds to assist local organisations and groups. The committee will meet as regularly as necessary to meet the objectives as set by Full Council. The activities of the committee relate to all aspects of the cost-of-living crisis not just grant giving.

The event / activity / programme **must** take place primarily within the boundaries of Hebden Royd, with beneficiaries primarily resident in Hebden Royd.

HRTC is a Living Wage Employer (see: [www.livingwage.org.uk](http://www.livingwage.org.uk)) and as such would expect that organisations applying for grant support satisfy the principles of this along with nationally agreed rates of pay and conditions.

### 2. PRIORITIES

- To support the most vulnerable from hunger and enable food insecure individuals and families to meet their nutrition and health needs.
- To provide resources to organisations to host 'warm spaces' and activities associated with these which may or may not include community meals, in addition to their usual meetings, and to support the applicant to ensure they are well attended.
- To minimise the detrimental emotional impact of social isolation caused by poverty as a consequence of the cost of living crisis.
- To be open to innovative approaches that support those affected by the cost of living crisis.
- To promote collaborative working between organisations to ensure that provision is coordinated across Hebden Royd and any duplication of provision is minimised.
- To co-ordinate with and participate in a Calderdale cost-of-living Local Action Group if and when this is established.

### 3. SIZE OF GRANTS AVAILABLE

The size of the Cost of Living Crisis gift aid is agreed by the full council following recommendations from the Cost of Living Crisis Committee.

Grant awards range from £100 to £5000. In exceptional circumstances awards may exceed this figure, however, applicants would need to clearly demonstrate the unique and / or unprecedented nature of the request.

Applications for grants are considered on an 'as and when' basis, with applicants demonstrating an impending need and/or importance being prioritised.

HRTC would expect to see evidence of contributions being raised elsewhere to help fund the project. (Such contributions may include in-kind contributions such as time being given free of charge to the project and applications made to other grant giving bodies.)

#### **4. CLIMATE EMERGENCY**

All projects should seek to minimise their impact on our environment. For example, applicants should think about how they will keep energy usage to a minimum; encourage use of public transport, walking, cycling or carpooling to events; reduce or eliminate use of brochures, single use plastic and other throwaway items; and minimise food waste. We encourage applicants to source materials for their projects locally where possible.

#### **5. EXCLUSIONS**

We will *not* fund the following:

An application where the sole aim is to raise money for charity or to distribute money to others, whether they be individuals or organisations. Any organisation/charity that may benefit as a result of a grant application should be listed in the application.

An application that aims to support or promote the religious/political beliefs/interests of an individual or organisation. Applications must demonstrate that the project will be of benefit to the wider community. However, this does not necessarily exclude activities on the premises of or organised by a particular religious /faith group or political party.

An application from a business.

An application for equipment or maintenance costs for buildings over the value of £500.

An application in relation to the provision of food except where the purpose of the project is to provide sustenance, warmth and accommodation to beneficiaries facing hardship.

An application to fund the salary of a project organiser. HRTC may fund the cost of an entertainer at an event but not the salary of the producer/director of the event.

A retrospective application.

*Where funding is essential to the on-going viability of a project that addresses the needs of people who are socially or economically marginalised, HRTC may choose to fund in exceptional circumstances.*

## 6. APPLICATION PROCESS AND TIMESCALES

All Applicants for grants **must** initially contact the Town Clerk who can offer support and guidance on completing the necessary application forms. Please contact the Town Clerk at Hebden Bridge Town Hall, ([info@hebdenroydtowncouncil.gov.uk](mailto:info@hebdenroydtowncouncil.gov.uk)) or 01422 842181.

### **For requests under £500**

Complete the application form, include information associated with the application.

### **For requests over £500**

Complete and submit the application form. Organisations will also need to submit their latest accounts as presented and endorsed by their most recent AGM. Smaller organisations and those in existence for less than 18 months must provide evidence that a bank account has been opened. If audited accounts or a separate bank account do not exist the applicant may ask for the grant payment to be made to an identified supplier or nominated organisation. Projects which involve working with children and/or vulnerable adults should provide evidence that they have child protection/vulnerable adult policies. Applicants who cannot submit any of the required information should contact the Town Clerk for guidance.

Completed applications for grants will be submitted to the next meeting of the committee. HRTC reserve the right to ask the applicant to attend where up to two representatives will be asked to give a ten-minute presentation on their project and answer questions regarding the project.

If funding is required for a particular date, the application should be made well in advance. Please check with the Town Clerk if you have any concerns regarding the timing of your application. The committee may meet to consider applications as and when necessary.

Notification of the decision will be made as soon as is practicable.

*Successful applicants are not prohibited from reapplying within the same financial year. New applications from groups that are already receiving support will not necessarily be excluded (dependant on HRTC receiving a satisfactory and End of Grant and Evaluation Form).*

### **For all applications**

- A registration process for those benefitting directly would be expected.
- It is a prerequisite that groups share information with others, while ensuring GDPR are not contravened. This is to ensure support is not duplicated. HRTC may request to inspect data to ensure groups are collaborating.
- Groups should be open regarding duplication of support and if this does occur, HRTC would want to support them to reduce it.
- The distribution of the funds shall be at the sole discretion of the Town Council.
- The committee decision will be final, being full and final arbiter's on the type of event/activity/programme they wish to support.

## **7. FUNDING AGREEMENT**

Each organisation awarded a grant will be required to enter into a funding agreement with Hebden Royd Town Council.

All successful applicants will be required to:

1. Acknowledge receipt of any award by return.
2. Credit the Town Council as a supporter of the organisation in any promotional material including use of the council's logo.
3. Report to the council on how the project is progressing at appropriate intervals.
4. The council reserves the right to request an interim report and for the applicant to give a final report to council reporting on outcomes of the funding.
5. Ensure that equipment bought with the grant remains the property of the organisation to which the grant was given. Should the group cease to exist contact should be made with the Town Council to discuss the appropriate disposal of assets.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council as outlined in the Funding Agreement.

Previous awards do not imply continued funding in subsequent years awards are made on a 'one off' basis and do not carry any commitment to future funding.

Please ensure you and your organisation retain a copy of your application as you may need to refer to it again if we award you a grant.

It is essential that all groups that receive funding complete an End of Grant and Evaluation Form following the delivery of their project(s).