

Grant Application Policy

The Town Councils grant policy exists to support local activities and causes which benefit Canvey Island and its residents. A grant will be made for the specific purpose for which it is claimed and the Council must ensure that grants (which are all funded by the local taxpayer) provide value for money.

Financial assistance will only be made to small-scale local projects, not national or county appeals or appeals that benefit only a single individual. The Council will only give grants to properly constituted bodies and charities. This means that, at a minimum, the organisation should have clear officers or points of contact and produce annual accounts. All grants will be paid by cheque or bank transfer payable to the organisation's accounts. Payments will not be made to any individual's personal bank account.

Retrospective applications where an event or activity has already taken place will not be considered. Organisations with a business or profit making remit are not eligible nor are religious or political activities.

Applicants are required to complete the Council's application form to apply for financial assistance, and to provide all the information requested.

Application Criteria:

1. Applications should only be made for capital expenditure.
2. The Council will not normally consider applications for the running/ongoing costs of organisations, however, (at its discretion and only as a one off award) may consider applications for financial assistance for a local group/event which can prove upon providing sufficient evidence that it provides an invaluable service to the community of Canvey Island. Funding will not be considered for the employment of staff or salaries.
3. The Council will require either one written quote or a breakdown of project costs as part of the application form to support the funding request. Any application submitted without the required information will not be considered.
4. Applicants must provide the organisation's annual accounts, any application submitted without the accounts will not be considered.
5. Applicants must provide a full explanation of the grant required and how it will benefit the residents of Canvey Island.
6. Applicants must provide details of other bodies to which applications for financial assistance have been made, and any other supporting information that will assist the Council in making its decision.
7. The maximum figure set for grants awarded is £500. A budget for grants will be set annually by the Council and you are advised to check the budget available before submitting your application.
8. Organisations are restricted to one application within a 24 month period. The Council has limited funds and the history of previous applications may be considered in the decision making process.
9. The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

10. The annual deadline for receipt of grant applications is (31st December). Applications received after this date will not be considered in the current financial year. (The financial year is from 1st April to 31st March)
11. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.
12. The Town Council will publicise a grant with a photo opportunity and press release. No funds will not be provided to the recipient until this has been completed.
13. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.

Application forms can be downloaded from the Councils website www.canveyisland-tc.gov.uk or by contacting the Town Clerk at the below address:

11 High Street, Canvey Island, Essex, SS8 7RB or via email at finance@canveyisland-tc.gov.uk

Please return the completed application form and supporting documents to the above address.

All applications will be considered fairly and on individual merit at a meeting of the Policy & Finance Committee and applicants will be informed of the outcome after that meeting.

APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Councils grant policy before completing the application form.

The maximum granted to any organisation will be £500.

1. **Name of organisation**

2. **What is the grant required for?**

Please give a brief outline of your project.....

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3. **Please provide the following information:**

Total cost of the project

Funds currently available for the project

(List all grants already agreed from other sources)

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Proposed sources of other funds for the project

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Amount of grant requested (maximum of £500)

Have you received any previous grants from Canvey Island Town Council? Yes/no

If yes, please indicate when and the amounts

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4. Please attach a copy of the latest audited accounts and balance sheet.

5. Total number of members in your organisation

Number of residents within the parish of Canvey Island who will benefit from the service you provide

6. Please give brief details of methods employed by your organisation to increase membership.

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7. Please complete the following details:

- I, (name in capitals), being authorised by the organisation to make this application, certify that the above information is correct.
- I agree to acknowledge any assistance given by the council in any publicity associated with the project. (If your application is successful, evidence of this should be provided with relevant paid invoices when the claim for grant payment is made).

Signature Position Date.....

Full address and telephone number for future correspondence

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If your application is successful, please indicate the name to which the payment should be made (N.B. Cheques or bank transfers can only be made payable to the name of the organisations bank account and not an individual)

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Please complete the following checklist to ensure all additional information has been supplied:

Explanation of grant funding required:

One written quote or breakdown of project costs for capital expenditure:

Copy of latest audited accounts:

Explanation of how the grant will benefit residents on Canvey Island:

Confirmation of other bodies to which applications have been made:

Please tick the required box if you are VAT registered:

Please return the application form with any additional information to:

Canvey Island Town Council, 11 High Street, Canvey Island, Essex, SS8 7RB.

Canvey Island Town Council

Fire Safety Policy

Policy Statement:

The Town Council will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with all appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, councillors and visitors who may be affected by the activities of the organisation.

Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities:

The Town Clerk or designated officer will ensure that:

- Appropriate policies, procedures and audit protocols are in place, implemented and reviewed.
- An appropriate system for carrying out fire risk assessments is in place.
- Action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- Regular inspections are carried out on control measures to ensure their continued effectiveness.
- Employees will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.
- Employee's/councillors will ensure that the relevant signing in sheets is completed for visitors or meeting attendance.
- **Employees will ensure that the relevant signing in sheet is completed for recording of employee activity, and location.**
- The Council will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.

Canvey Island Town Council

Expenses Policy

Introduction

This Policy is designed to comply with income tax, national insurance and VAT legislation. Where expenses are claimed that cannot be wholly, exclusively and necessarily incurred in the performance of employees' duties, such expenses may result in an income tax and/or national insurance liability arising and will be reported on employees' P11D.

All employees should receive prior consent from the Town Clerk before incurring expenses on behalf of Canvey Island Town Council.

Reasonable business expenses incurred wholly, exclusively and necessarily by employees in the performance of their duties will be reimbursed. In claiming expenses the principle is that the employee neither benefits nor suffers any financial disadvantage as a result of incurring expenses on Council business.

Such expenses should mostly be of a nature incurred whilst away from the office and should not be for items incurred for use in the general day to day running of the business (for example consumable supplies).

Expense Claim Procedure

Employees are required to adhere to Canvey Island Town Council reporting procedures:

- a) Expense claims must be made using an Expense Claim Form
- b) Care should be taken to record the exact nature of each expense item
- c) Completed expense claims forms must be checked and approved by the Town Clerk for approval. Completed and approved claims will be submitted for payment by **BACS**.
- d) Expense claim forms not completed in accordance with the procedures will be returned to the employee and payment withheld until it is correctly completed and all necessary receipts are attached.

Receipts

Expenses claimed must be supported by receipts identifying the supplier, costs and VAT Registration Number where applicable. It is recognised that in some situations receipts may not be obtained (for example pay on entry car parks). Employees should note that all expenses over the sum of £5.00 must be supported by receipts.

Employee Vehicles

If you use your own car for Town Council business you will be paid a mileage rate and are personally responsible for ensuring that you have obtained the correct form of vehicle insurance cover.

The Town Council will reimburse employees' travelling expenses by the amount that they exceed their normal cost of travelling from home to the office. Where an employee is required to use his or her own vehicle for business travel he or she will be reimbursed at the rate of 0.45 pence per mile.

Car Parking

Parking may be claimed at cost and staff should ensure that they obtain, wherever possible, a VAT receipt so that the VAT can be reclaimed.

Private Mobile and Home Telephone Calls

Employees will only be entitled to reclaim the cost of business calls. Business calls made by employees should be separately identified on an expense claim form and supported by the original telephone bill. In identifying business calls, employees must maintain a log of the calls showing the name and telephone numbers of the people called and the duration of the calls. The cost of the business calls and related VAT will not be subject to tax and NIC.

Adherence to the Policy

Employees are required to adhere to Canvey Island Town Council Expenses Policy and expense claim procedures; failure to do so may result in disciplinary action being taken against them. Employees should also note that any deliberate attempt to falsify expense claims would be regarded as gross misconduct, which in the event of disciplinary action may result in their dismissal.