

MIDDLETON TOWNSHIP FUND TERMS AND CONDITIONS

1. Purpose of the fund

Middleton Township Committee is proud of Middleton's past and wants to ensure that its future is as rich. At the heart of all the Committee's decisions is the vision to create a friendly, clean and safe town, with diverse, skilled and harmonious communities proud of their heritage and looking towards a prosperous future as part of the Manchester City Region.

Middleton Township funds can be used to offer support to organisations and projects that are of direct benefit to the community and the environment of Middleton. Any local constituted community organisation can apply for a Middleton Township community grant. Special consideration will be given to groups without their own funds/with limited alternative means and those in areas not benefiting from other funding opportunities.

All projects must show how they will tackle the Middleton Township Plan priorities of:

- **Community Cohesion and Heritage** – Increase community cohesion between different communities, generations and cultures. Preserving and celebrating Middleton's heritage.
- **Children and Young People** – Improved service provision to children and young people so they will have happier, healthier and more prosperous lives.
- **Environmental improvements** – Improve the environment to make Middleton a cleaner, greener and more pleasant place to live, work and visit.
- **Community Safety** – To reduce crime and the fear of crime so that people who live and work in Middleton will feel and be safer.
- **Health and Well Being** – To improve the health of residents and deliver a better quality of life.
- **Town Centre Management, Regeneration and Transport** - Develop quality business and employment opportunities with improved transport links.

2. What can be funded

- a) Projects that deliver activities to meet Township Plan priorities.
- b) Projects for which there is no other identifiable budget and are within the powers of the Council.
- c) Projects that supplement/enhance current Council service provision including improving landscapes, public areas, improving paving, additional railings, etc.
- d) Projects that are of benefit to the local community such as providing bollards, fencing, lights, CCTV, etc.
- e) Projects that can be delivered with no additional revenue costs.
- f) Equipment hire or purchase such as IT equipment, sports equipment, arts and crafts materials, etc.
- g) Publicity materials for use in your project.
- h) Specialist trainers/assessors to deliver qualifications/courses/activities.
- i) Restoration and/or landscaping of property as part of a heritage scheme.
- j) Individuals representing Middleton in an international sporting/cultural event.

3. What cannot be funded

- a) Projects that would normally be funded through mainstream budgets or the Council should do as part of its duties, e.g. schools, and duplicate existing services.
- b) Projects benefiting individuals, on private land and promotion of religious or political activities.
- c) Applications from groups seeking to promote a campaign or other activities to influence a Council decision in the exercise of its statutory functions.
- d) Support for the general work of charities including fundraising events.
- e) Projects that the Council have a statutory obligation to provide.
- f) Hire/rent of venues (one off events may be considered).
- g) Wages or expenses for permanent, contract or regular members of staff.
- h) General running costs e.g. utility bills, maintenance and repair of assets, etc.
- i) Parties/day trips out (local disability group trips may be considered).
- j) Purchase of alcohol.
- k) Schemes/projects which are already up and running or where items have been purchased before the grant is awarded.

4. Terms and conditions

1. The expenditure must be within the powers of the Council.
2. The project must benefit the Township community and meet at least one of the Township Plan priorities.
3. All grants to community groups must be spent/claimed within 6 months of approval. Any extension to this period must be made in writing and is subject to the Middleton Township Devolved Funding and Services Sub Committee's discretion.
4. Grants can only be made to non-profit making formally constituted groups with their own group bank account.
5. The grant must be used for the purposes for which it was approved. Any requests for change of use must be made in writing and is subject to the Middleton Township Devolved Funding and Services Sub Committee's discretion.
6. VAT on purchases relating to the project must only be included in the amount requested if it cannot be claimed back from HM Revenue and Customs.
7. Applicants are responsible for ensuring that all necessary permissions (such as planning permission), regulations (such as health and safety) and insurance relating to their scheme/event are in place.
8. Groups applying for a project to work with children, young people or vulnerable adults must have policies and procedures in place that explain how these people will be protected and remain safe.
9. If public liability insurance is required for a community project, it is the responsibility of the group to ensure adequate insurance is in place.
10. The Council does not accept any liability for damage, loss or future maintenance of any projects funded by Township Funds.
11. Successful applicants must complete and return a Project Evaluation Form, giving details of how the grant was used and supply invoices/receipts relating to the project's expenditure. Failure to return the Project Evaluation Form and invoices/receipts will result in restrictions being imposed on the applicant relating to future requests for funding, and the local funding network will be informed.
12. The Council reserves the right to withhold or reclaim the grant monies if the terms and conditions are not adhered to.
13. The Council's approval must be sought for the disposal or transfer of any items acquired with the grant.
14. The Council reserves the right to add specific conditions relating to payment of the grant, the purpose of the grant and/or the activities to be funded.

5. Decision Making Process

1. All projects must be submitted on an application form.
2. Application forms are checked by officers to see if the project meets the terms and conditions of the fund.
3. Projects not meeting the terms and conditions or incomplete application forms will be referred back to the applicant within 10 working days with a written explanation. At this point applicants may be requested to supply additional information.
4. Applicants will be advised of decisions in writing within 15 working days of the Middleton Township Devolved Funding and Services Sub Committee meeting.
5. There is no appeals process.