



## **RIPON CITY COUNCIL SMALL GRANTS SCHEME 2017/18 GRANTS PANEL – TERMS OF REFERENCE**

### **Introduction**

Ripon City Council's Small Grants Scheme is designed to be an easy to access source of funding for local organisations. The Council has £12,000 of funding to allocate in the 2017/18 financial year.

The scheme will be open for applications between 1<sup>st</sup> September and 30<sup>th</sup> September 2017.

These terms of reference should be read in conjunction with the scheme's application form and guidance notes.

### **Purpose**

The Finance and General Purposes Committee will meet to assess all the applications received against the agreed criteria and will draw up a list of applications which have successfully been awarded funding.

### **Principles**

Ripon City Council requires that members of the committee act in an unbiased, fair and independent manner.

As representatives of the Council, members will be expected to abide by the Council's Code of Conduct which sets out the behaviour expected of City Councillors.

In the case of a member having a pecuniary interest prohibiting them from taking part in assessing an application then they will not take part in the consideration of that item.

### **Procedures**

A meeting of the committee will be convened in order to consider the applications received against the agreed criteria (see below) and to decide upon the allocation of funds, including any conditions to be attached to funding awards. Meetings of the committee will be held in private; but the recommendations from a meeting will be available for public inspection.

Most decisions will be made by consensus of opinion of the committee members, but in the event of disagreement will be made by a simple majority of those voting.

Committee members will not enter into correspondence or discussion with applicants and will not discuss applications outside of meetings.



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### Criteria

Is the application eligible? If the answer is no to any of the following questions, then the application will not proceed further.	
1. Is the application from a not-for-profit, community organisation?	Yes / No
2. Does the project benefit Ripon in some way?	Yes / No
3. Have 3 quotes been supplied for projects or items costing over £1,000?	Yes / No
4. Has confirmation been received that the application is not seeking to fund statutory obligations or funding?	Yes / No
5. Has the applicant provided evidence of appropriate governance <u>or</u> provided a reasonable explanation for why this is not included with their application? (e.g. constitution, AGM minutes or audited accounts).	Yes / No
If the answer is yes to all 5 questions above, then an application will proceed to be considered against the criteria below. A maximum of 5 points will be awarded for each question, where a strong 'yes' response is awarded 5 points, and a strong 'no' or negative response is awarded 0 points.	
1. Is the project of benefit to Ripon residents?	
2. Will the application help to improve residents' lives or opportunities?	
3. Will the funds requested lever in additional funding for the organisation?	
4. Does the application answer an evidenced need?	
5. Will the application significantly add to the promotion of the City?	
6. Does the applicant demonstrate long term planning and sustainability for the project?	
7. Is the project fully funded, giving it a good likelihood of completion by 31 <sup>st</sup> March 2018?	
8. Have any necessary consents been obtained, giving the project a good likelihood of completion by 31 <sup>st</sup> March 2018?	
9. Has the applicant demonstrated evidence of partnership working or any other, non-monetary support for the project.	
10. Award of up to a further 5 points based on the overall impression of the application.	
<b>TOTAL SCORE</b>	<b>Max: 50</b>

### Administration

The Clerk to the City Council will be responsible for the administration of the scheme, to include acceptance and processing of applications, preparation of reports for the Finance & General Purposes Committee, correspondence with applicants and all other administrative tasks.