

**DECISION**

**RIBBLE VALLEY BOROUGH COUNCIL**  
**REPORT TO POLICY AND FINANCE COMMITTEE**

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meeting date: 10 SEPTEMBER 2024  
title: VOLUNTARY ORGANISATION GRANT CRITERIA REVIEW 2024/25  
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE  
principal author: VALERIE TAYLOR

1. PURPOSE

1.1 To consider amendments to the voluntary organisation grant scheme criteria. Also, to consider a new grant application for Clitheroe Torchlight under the 2024/25 funding.

2. BACKGROUND

2.1 The Council has a number of grant schemes in operation including recreation grants, culture grants and sports grants, Ribble Valley in Bloom and Christmas lights grants which are all administered by Community Services Committee. The voluntary organisation grant scheme is administered by this Committee.

2.2 A member working group considers the applications received under the voluntary organisation grant scheme and makes recommendations to this Committee regarding the allocation of funds on an annual basis.

2.3 The minutes from the most recent voluntary organisation grant working group meeting in March 2024 are included at Annex 1.

2.4 In April 2024 this Committee considered recommendations from the meeting and resolved to

- Approve the allocation of grants as proposed by the Voluntary Organisation Grants Working Group, totalling £68,100
- Request a review of the Voluntary Organisation Grant process with a report to be brought back to a future Committee.

3. CURRENT APPLICATION PROCESS

3.1 The voluntary organisation grant application window is open from mid-December until the end of January and runs concurrently with that of the Recreation and Culture grant schemes.

3.2 Following closure of the application window all applications are initially reviewed by officers to ensure that they comply with conditions as set out in the approved grant scheme criteria (Annex 2).

3.3 Those applications meeting the criteria are forwarded to the member working group for review prior to consideration by this Committee.

4. REVIEW OF PROCESS

4.1 By the very nature of the Voluntary Organisation Grants scheme, the type of grant applications that are received can be very wide, with the scheme supporting many different areas of the borough's communities.

4.2 This year the voluntary organisation grant scheme received several applications to support activities of a Recreation or Culture nature (for both capital and revenue) and not all applicants initially provided the required level of supporting documentation.

4.3 It is proposed that the closing dates of the two grant schemes return to being at different dates to draw a distinction between the two schemes again, in order to help remove any confusion around which grant scheme applicants should apply for.

4.4 It is also proposed that the wording of the grant criteria be amended to remove any ambiguity for applicants. This will involve strengthening the key points of:

- The Voluntary Organisation Grant scheme will not support organisations whose main objectives are the provision of services of a recreation or cultural nature.
- Make it clear in the Recreation and Culture Grant scheme that the council does not support recreation and culture applications of a revenue nature.

4.5 It is proposed to change the online application process to allow for pre-screening questions that will attempt to prevent applications from organisations that can apply under the Council's other grant schemes.

## 5. APPLICATION RECEIVED IN RESPECT OF CLITHEROE TORCHLIGHT

5.1 An application for grant funding has been received outside the normal round of grant applications, in respect of the Clitheroe Torchlight, which is being coordinated by the Clitheroe Chamber of Trade.

5.2 The council's normal application form under this grant scheme has been completed and is attached at Annex 3.

5.3 Members will recall that the full budget for this year's round of Voluntary Organisation Grant applications was not allocated in full, with current available budget of £47,710.

5.4 The application received is for funding of £2,500

## 6. CONCLUSION

6.1 The grant scheme has been reviewed as requested by committee.

6.2 There have been a number of changes made to the wording to help clarify the boundary of the Voluntary Organisation Grant Scheme.

6.3 There has been an additional grant application received under the 2024/25 financial year. Allocations have previously been made for this year but resulted in unallocated budget of £47,710. The additional application in respect of support for the Clitheroe Torchlight is for funding of £2,500. Members are asked to consider supporting the event under the Voluntary Organisation Grant scheme.

## 7. RISK ASSESSMENT

7.1 The approval of this report may have the following implications:

- Resources – Approval of the changes to the wording of the scheme will carry no financial implications. The additional grant application for Clitheroe Torchlight for 2024/25 can be funded from the available budget that remains following the previous approved allocations made earlier in the year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – None
- Equality and Diversity – Equality and diversity issues are examined as part of the review of the scheme and are included as part of the scheme terms and conditions.

8. RECOMMENDATIONS

- 8.1 Approve amendments to the grant scheme criteria as proposed in the tracked changes at Annex 2.
- 8.2 Approve the additional application under the 2024/25 budget as received in respect of Clitheroe Torchlight for the value of £2,500

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES AND  
DEPUTY CHIEF EXECUTIVE

PF46-24/VT/AC  
29 August 2024

**MINUTES OF VOLUNTARY ORGANISATION GRANTS WORKING GROUP MEETING  
HELD ON 14 MARCH 2024 AT 2.00 pm**

Present:

Councillor D Birtwhistle  
Councillor L Edge  
Councillor R Newmark  
Councillor S O'Rourke  
Councillor A Wilkins-Odudu  
Chief Executive  
Director of Resources & Deputy Chief Executive  
Senior Accountant (P&F Committee)

Apologies: None

**1. Background**

1.1 The purpose of the working group was explained which was to consider the 2024/25 voluntary organisation grant applications received and to make recommendations to Policy and Finance Committee.

**2. 2024/25 Applications**

2.1 The Voluntary Organisation Grants Working Group considered 22 applications requesting grant support that totalled £142,280 out of a budget of £115,810 for the 2024/25 financial year.

2.2 Working group members made the following declarations of interest:

<b>Councillor</b>	<b>Organisations</b>
Councillor O'Rourke	Clitheroe Community Bonfire & Fireworks Little Green Bus Ltd Ribble Valley Crossroads Care
Councillor Newmark	Clitheroe Community Bonfire & Fireworks Home Start in East Lancashire (previously trustee) Ribble Valley Village Halls Association

2.3 The working group felt that five applications were from organisations of a recreational or culture nature (which are considered for support under community services committee grant schemes) and that three applications should be referred to the UK Shared Prosperity Fund or Rural England Prosperity Fund schemes for possible consideration:

<b>Recreational/ Culture Activities</b>	<b>Referred to UK Shared Prosperity Fund/ Rural England Prosperity fund Schemes</b>
Ribble Valley Archaeology	Dunsop Bridge Jubilee Play Area Charitable Trust
Ribble Valley Netball Club	Knowle Green Gigabit Broadband Project
Ribble Valley Village Halls Association	Waddington Hospital
West Bradford Community Hub	
Whalley and District Open Gardens	

2.4 It was noted that the 2024/25 voluntary organisation grant scheme budget is based on historical expenditure levels and that this previously included annual grant support of up to £68k for the now discontinued Ribble Valley Citizen's Advice Bureau.

**MINUTES OF VOLUNTARY ORGANISATION GRANTS WORKING GROUP MEETING  
HELD ON 14 MARCH 2024 AT 2.00 pm**

- 2.5 The group recommended that as it had been several years since Policy and Finance Committee had reviewed the grant scheme that a report be brought to a future committee meeting to allow for options to update the scheme to be considered by committee members.
- 2.6 The working group recommended the allocation of voluntary organisation grants to 13 organisations at a total cost of £68,100 as set out below:

**3 Recommended Grant Allocations for 2024/25**

<b>Organisation Name</b>	<b>Recommended Grant for 2024/25 £</b>	<b>Suggested conditions</b>
Art4all	£4,000	-
Carers Link Lancashire	£3,000	-
Chipping Playgroup	£100	-
Citizens Advice East Lancashire	£15,000	That a comprehensive face-to-face service is provided in the Ribble Valley
Clitheroe Community Bonfire & Fireworks	£1,000	-
Community Spotlight	£0	-
Goosnargh and Longridge Agricultural Society Ltd	£1,000	-
Hodder Valley Agricultural and Horticultural Society	£1,000	-
Home start in East Lancashire	£5,000	-
Little Green Bus Ltd	£12,000	That there is wider publication of the service across the Borough
Longridge Field Day Events Ltd	£1,000	-
Ribble Valley Crossroads Care	£20,000	-
Ribchester Field Day Committee (ltd)	£1,000	-
The Foundation for Ribble Valley Families	£4,000	That the organisation promotes awareness of the services offered, particularly for young people in the Ribble Valley
<b>Total</b>	<b>£68,100</b>	

# ANNEX 2

## POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

### 1 The Overall Aim

Through the awarding of a voluntary organisation grant the Council wishes to ensure that the purpose of the grant sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit our residents.

Please ensure that this grant scheme is the correct one to apply under for your organisation type. As an example, this grant scheme does not support organisations whose main objectives are the provision of services of a recreation or cultural nature.

Please see the council's other grant schemes online, where you **may** be able to apply.

### 2 General

- (i) Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.
- (ii) Applications will only be accepted from properly constituted organisations operating on a non-profit making basis. A valid constitution **or** memorandum of articles and association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.
- (iii) Applications will only be accepted from town and parish councils if they are acting as an accountable body on behalf of a voluntary organisation.
- (iv) Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision-making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate ~~unfairly~~ against anyone ~~because of: on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.~~
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation
- (v) Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fundraising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.
- (vi) Applications will only be considered if they include a recent bank statements showing how much an organisation has in **all** of its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required.

## ANNEX 2

- (vii) Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit accounts that have either been approved by an independent examiner, or auditor (based on your annual income levels). [If the amount applied for is greater than £10,000, we will also require a 3-year financial plan.](#)
- (viii) The Council's grants scheme will not ~~normally~~ fund the following:
- Capital projects on which work has already started or in aid of expenditure already committed or paid.
  - Commercial organisations/businesses (including CICs).
  - Any activity that is designed to promote political party politics or influence government policies.
  - Applications from the County Council or other government agencies.
  - [Applications from individuals](#)
  - Applications from religious organisations unless there is a clear broad community benefit.
  - ~~Schemes that can be funded by the Council's other grant aid schemes.~~
  - [Activities that are considered for funding under the council's other grant aid schemes. As an example, this scheme does not support organisations whose main objectives are the provision of services of a recreation or cultural nature. Please see the council's other grant schemes where you may be able to apply.](#)
- (ix) Applications should not contravene the policies and principles of this Council. Organisations receiving grant support ~~will have to provide details as to how they will~~[must clearly](#) publicise the Council's support.
- (x) Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used, [who it has benefited and the organisational objectives that it has helped to achieve.](#)
- (xi) Applicants who receive funding from the Council ~~agree to~~[must](#) notify and repay the Council any unspent grant balances.
- (xii) No single organisation will be allocated more than one third of the total grant fund available for the financial year.

### 3 Capital Grants

*Note: Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.*

- (i) The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.
- (ii) Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).
- (iii) Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).

- (iv) Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.
- (v) Applicants will need to provide three written estimates of building and/or purchase costs.
- (vi) Capital grants will be paid in arrears, either in full or part, following the submission of receipts or [paid](#) invoices relating to the equipment purchased or services provided.
- (vii) [The grant funded asset must remain in the ownership of the organisation for at least 5 years. If ownership were to be transferred before the expiry of 5 years after payment to the awarded organisation, the grant would need to be repaid to the Council.](#)

#### **4 Revenue Grants**

- (i) Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.
- (ii) Where possible, applications should give evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies, demonstrating links to other relevant initiatives.

#### **5 Ribble Valley Borough Council Corporate Goals**

- (i) [All applications must be able to clearly show how it helps the Council achieve it's Corporate Goals. The Corporate Plan is available to view online.](#)

#### **For further information please contact:**

Financial Services

Ribble Valley Borough Council

Council Offices, Church Walk, Clitheroe

BB7 2RA

Telephone: 01200 414443





Ribble Valley  
Borough Council  
www.ribblevalley.gov.uk

## Voluntary Organisation Grant Application Form

**Please note that your application will be considered alongside applications from grant received from other organisations.**

**The Council will base its decision solely on the information that you provide within your completed application. Canvassing of Officers or Members to support your grant request may result in your application being declined.**

**The decision of the Policy & Finance Committee in considering your application is final.**

**Voluntary Organisations can use this form to apply for grant support towards their revenue or capital expenditure.**

*(Please read the grant criteria on the reverse of this form before answering the questions)*

Organisation details	
Name of Organisation	Clitheroe Chamber of Trade
Charity number (If applicable)	N/A
Contact name	Anita Orchard
Contact address	15 King Street, Clitheroe BB7 2EU
Daytime telephone number	[REDACTED]
E-mail address	president@clitheroechamber.co.uk
Please state the aims and objectives of your organisation.	
<p>The Clitheroe Chamber of Trade are an active business chamber funded by it's members and organised by a dedicated team of volunteers. We support and connect companies and individual businesses to build new relationships, share best practice and foster new opportunities.</p>	

Please give a brief description and history of your organisation.  
Started in 1923. We organise and run local events in the town. We also operate the Visit Clitheroe website and social media promoting events and businesses. We also run the Shop Clitheroe scheme offering customers a loyalty scheme encouraging people to shop local. We attend Town Team meetings and work with both Ribble Valley Borough Council and Clitheroe Town Council and LCC councillors to create events to encourage visitors to the town.

How does the work of your organisation benefit the residents of Ribble Valley?  
  
Creating community events for all to attend.  
  
Supporting Clitheroe's independent retail and hospitality venues

Size of organisation  
100 members plus 10 executive committee members

**Justification for application**

Purpose for which the grant is requested  
  
We aim to bring back the historic Clitheroe Torchlight Procession to celebrate the 50<sup>th</sup> Anniversary of Ribble Valley Borough Council and Clitheroe Town Council who both formed in 1974. The theme will be the 1970's. We will also be having entertainment on the Castle Field prior to the procession.

Is this a new application or have we supported you previously?  
N/A

If previously supported please give details.

Please describe who will benefit from this grant  
This event is open to all and we believe will benefit the whole of the Community. The procession will be a walking procession and we encourage everyone to take part. The event will also be raising money for the Ribble Valley Foodbank and Rosemere Camcer. Both charities will have a presence on the Castle field as well as the actual procession.

How many people will the grant benefit?  
500

Please give an indication of the number of Ribble Valley residents that will specifically be supported.  
500

**Financial Information**

What level of financial support are you requesting from this council?

£3000

Is the financial support for revenue or capital expenditure?

**Revenue funding**

Please supply details of any other applications for grant aid that have been made to any other organisations or other Ribble Valley Borough Council grant schemes.

Organisation	Amount requested	Approved	Refused	Pending
<b>Clitheroe Town Council</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of your latest audited accounts.

Please note if the amount you require is greater than £10,000, we will require a 3-year financial plan.

Name of auditors

Address of auditors

Please give us any information you feel is important.

Declaration: please sign this application and state your position in the organisation

**A. Orchard**

Signature

Name (print)

**Anita Orchard**

Position

**President**

Date

**29.08.24**

## POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

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| <p>1     <b>The Overall Aim</b><br/>Through the awarding of a voluntary organisation grant the Council wishes to ensure that the purpose of the grant sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit our residents.</p> <p>2     <b>General</b></p> <p>(i)    Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.</p> <p>(ii)   Applications will only be accepted from properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.</p> <p>(iii)   Applications will only be accepted from town and parish councils if they are acting as an accountable body on behalf of a voluntary organisation.</p> <p>(iv)   Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.</p> <p>(v)    Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.</p> <p>(vi)   Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required.</p> <p>(vii)   Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit accounts that have either been approved by an independent examiner, or auditor (based on your annual income levels).</p> <p>(viii)   The Council's grants scheme will not normally fund the following:</p> <ul style="list-style-type: none"> <li>❖ Capital projects on which work has already started or in aid of expenditure already committed or paid.</li> <li>❖ Commercial organisations/businesses (including CICs).</li> <li>❖ Any activity that is designed to promote political party politics or influence government policies.</li> <li>❖ Applications from the County Council or other government agencies.</li> </ul> | <ul style="list-style-type: none"> <li>❖ Applications from religious organisations unless there is a clear broad community benefit.</li> <li>❖ Schemes that can be funded by the Council's other grant aid schemes.</li> </ul> <p>(ix)   Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.</p> <p>(x)    Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.</p> <p>(xi)   Applicants who receive funding from the Council agree to notify and repay the Council any unspent grant balances.</p> <p>(xii)   No single organisation will be allocated more than one third of the total grant fund available for the financial year.</p> <p>3     <b>Capital Grants</b><br/>Note: Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.</p> <p>(i)    The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.</p> <p>(ii)   Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).</p> <p>(iii)   Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).</p> <p>(iv)   Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.</p> <p>(v)    Applicants will need to provide three written estimates of building and/or purchase costs.</p> <p>(vi)   Capital grants will be paid in arrears, either in full or part, following the submission of receipts or invoices relating to the equipment purchased or services provided.</p> <p>4     <b>Revenue Grants</b></p> <p>(i)    Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.</p> <p>(ii)   Where possible, applications should give evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies, demonstrating links to other relevant initiatives.</p> <p><b>For further information please contact:</b><br/>Financial Services<br/>Ribble Valley Borough Council<br/>Council Offices, Church Walk, Clitheroe<br/>BB7 2RA</p> <p><u>Telephone: 01200 414443</u></p> |
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