



Berwick upon Tweed Town Council

People and Communities

11 January 2022

Appendix B

Report of Project Officer

Grant Awards by the Council

Access Public

Background

1. Since its inception, Berwick Town Council (BTC) have awarded grants to community groups to support events and environmental and community projects. Grants are awarded after completion of an application form and paid after evidence of agreed expenditure is submitted.
2. Initially, there was little information to guide applicants as to what BTC would support and by what specific criteria an application would be considered.
3. To clarify its accountability and demonstrate proper practice, BTC adopted a set of criteria in 2017 specifying more closely what would be supported and the level of support available. The criteria are included as a background paper.
4. The adopted criteria have seen BTC focus support on a small number of key organisations (primarily event creators) as these organisations are able to fulfil the criteria requirements. Some smaller local organisations are not able to fulfil the criteria and therefore have been unable to apply.
5. The People and Communities Committee instructed that officers should investigate ways to make the process of a Grant application more accessible and to research alternative ways to smaller grants available to a wider range of organisations.

Issues

6. A review of the grant application process was undertaken, including an informal discussion with previous grant applicants. A revised Grant Application Form has been created and circulated as a background paper.
7. If the criteria for application are to be significantly relaxed, the Council invites criticism that it is not acting in accordance with best practice, and should provide support to officers in preparing suitable criteria.

Recommendation

1. That councillors provide guidance to officers.

Author	JS	Town Clerk sign off (if required)	GD
Checked by	SC	Finance Officer sign off (if required)	N/A