



Berwick upon Tweed Town Council

People and Communities
Committee

08 February 2022

Appendix C

Report of Projects Officer

Grant Awards

Access Public

Background

1. The committee directed the Projects Officer, in conjunction with Cllr C Raybould, to review the scope of Berwick Town Council's (BTC's) current Grant Award making criteria with a view to widening the range of grants available and to make the process of applying for grants more accessible.
2. It was noted that the BTC criteria for awarding grants currently fell into 3 distinct sections: promoting economic growth in Berwick, encouraging tourism in Berwick and maintaining the environment in Berwick. The criteria therefore did not make provision for grants to be issued to health/education/youth or social welfare applicants. In light of previous People and Communities Committee discussion on grants it was agreed that direction be sought from the committee on broadening the grant remit.
3. The issue of making microgrants utilizing simplified eligibility criteria whilst maintaining best practice of fund allocation was considered. A potential solution was to organize the grant allocation so that requested items were purchased directly by BTC on behalf of the applicant organization rather than any funds being released.
4. The requirement for an Emergency Grant was considered – specifically for use when unforeseen circumstances have the potential to disrupt the successful outcome of an awarded grant, or when unforeseen circumstances result in an applicant being unable to wait for the usual decision-making process to take its course. It was agreed that the grant was not required as a separate element of the grant process but that some consideration should be given to map this process.
5. The Grant application form is generally fit for purpose, but the recommendation is to create a comprehensive set of guidance notes, including examples to help clarify the purpose of key questions for users.
6. As the grant awarding process will be highlighted on the website and simplified in terms of presentation (and potentially the scope of applicant will be broadened) it is envisaged that there will be an increase in grant applications. Consideration should therefore be given to ensuring that BTC is able to offer grant funds throughout the year.

Recommendations

1. The committee notes the report, and
2. The committee provides guidance to officers on paragraphs 2, 3 and 6.

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