

States of Alderney

Standard Grants Criteria

The States of Alderney will support the local voluntary and community sector by the award of grants to organisations or through a contribution to charitable events. Agreement will be subject to consideration of criteria set out below and approval by:

1. Policy and Finance Committee – for general grants over £5,000;
2. Finance Committee – for general grants from £1,000 to £5,000;
3. Committee for Tourism and Economic Development – for support to events within the committee remit; and
4. The States Treasurer/ Head of Finance – for minor grants and fee waivers below £1,000.

Organisations

Applications will normally only be considered from organisations that:

- Are properly constituted voluntary or charitable organisations;
- Are not wholly reliant on support from the States of Alderney;
- Involve support from volunteers;
- Can demonstrate financial need;
- Adhere to relevant legislation.

Projects and events

Applications will normally only be considered towards projects and events that contribute to one of the following States of Alderney priorities:

- Employment for local people;
- Supporting vulnerable people;
- Delivering direct benefit to residents;
- Encouraging tourism;
- Involving people in improving island life; or
- Delivering or supporting any other agreed objectives relevant at the time.

What will not be considered?

Applications will not normally be considered in the following circumstances:

- To fund non-educational individuals or trips;
- In respect of religious or political activities;
- Where the organisation holds free reserves which cover 12 months operational expenditure;
- Retrospectively where event or expenditure has already been incurred;
- Where more appropriately funded by other agencies. eg: HSSD, Education;
- To purchase vehicles unless a community use vehicle;
- For a new organisation requesting a grant over £2,000.

The Application Process

The application process for support to an organisation (Appendix A) requires the applicant to state:

- 1) Aims and Objectives of the organisation;
- 2) What support is being requested (eg: amount of grant or fee waiver)?
- 3) What financial reserves are currently held?
- 4) What other financial contributions are available or being requested?
- 5) How exactly will the grant be used;
- 6) Events applicants will follow a separate process (Appendix B) to also demonstrate:
 - How many visitors are expected and how much are they expected to spend?
 - What media plans are there?
 - Is the event likely to stimulate repeat visitors?

The States of Alderney reserve the right to impose conditions on the use of any grant.

The process will be annual for the year in question only. Support in a subsequent year will be subject to the same considerations.

Information to be provided in support of application

All grant requests **over £1,000** will be required to provide:

- 1) Most recent accounts including Profit and Loss and Balance Sheet;
- 2) Forecast accounts for current year and following year where available.

Grants **over £5,000** will be required to provide:

- 1) Previous year accounts including Profit and Loss and Balance Sheet;
- 2) Forecast accounts for the current year;
- 3) The organisation strategic plan and annual business plan (where available); and
- 4) Summary of structure or lead roles in organisation.

Grants over £5,000 will be released in tranches and will be subject to a Service Agreement between the States of Alderney and the recipient. This agreement will cover:

- 1) Aims and objectives of the recipient organisation;
- 2) The purpose of the grant;
- 3) How award of a grant contributes to States priorities at the time;
- 4) Amount of grant;
- 5) Timing of payment in tranches;
- 6) Arrangements for repayment in the event of non-performance;
- 7) Information to be provided including:
 - 6 monthly management accounts; and
 - Agreed key performance indicators (KPIs).
- 8) Any conditions imposed by the States of Alderney.

Grant assurance statements

At the end of the year, a standard Grant Assurance Statement (see Appendix C) will be requested by the States of Alderney to enable all grant recipients over £1,000 to demonstrate how the funding has been used so that the benefits to the community can be evaluated by the States.

States of Alderney – Grant Application Form

Name:	
Organisation: (Charity No/NOP where applicable)	
Address:	
Phone No:	
E Mail:	

1.	Describe the aims and objectives, and beneficiaries of your organisation?
2.	What level of support are you seeking? Specify grant sum or fee waiver.
3.	What is the exact purpose of the support requested from the States of Alderney?
4.	What other funding opportunities are you exploring/have you explored?
5.	Please attach: <ol style="list-style-type: none"> 1. Latest annual accounts including Profit and Loss account and balance sheet; 2. Forecast Profit and Loss for current year. 3. Strategic Plan and annual business plan (grants over £5,000 only) (and where available); 4. Summary of structure/key roles in the organisation (grants over £5,000 only).

OFFICE USE ONLY: Application review and assessment		
1.	Grant scheme criteria	
2.	Information request met	Y/N
3.	SoA priorities alignment	
4.	Financial analysis commentary	
5.	Other information commentary	
6.	Service Agreement objectives met prior year (over £5,000 only)	
7.	Assurance S/ment previous year	Y/N
8.	Service Agreement required before payment (over £5,000 only)?	Y/N
9.	Other information for committee	

Treasury Recommendation	Y	N
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States of Alderney - Grant Assurance Statement (For grants over £1,000)

To: The States Treasurer/ Head of Finance

I confirm that:

1. (name of organisation/event) was in receipt of a grant of £x on (date xx/xx/xx).
2. The grant was used for the following purpose which was in accordance with the application:

3. The following benefits to the community were delivered by the organisation/event:

4. There are appropriate controls in place within the organisation to ensure that States of Alderney funds have been spent appropriately and with due regard for value for money
5. The total grant awarded was used by the financial year end

Please provide comment if any of the above questions cannot be answered positively.

Signed:..... **Date:**.....

Role:.....