Otley 800 Community Grant Awarding Policy

1. Introduction

1.1 The Otley 800 Community Grants Scheme ("the Scheme") is administered by Otley Town Council ("the Council") as part of the Otley 800 programme.

1.2 The Scheme is partly funded by The National Lottery Heritage Fund (NLHF).

1.3 This policy applies to all grants awarded under the Scheme. By accepting a grant, the recipient agrees to comply with the Grants Policy.

2. Purpose of the Grant

2.1 To support local groups and organisations in delivering community projects and events in Otley as part of the Otley 800 anniversary with focus on connecting people with heritage, involving a wide range of people and creating a lasting benefit.

2.2 Grants must be used solely for the purposes described in the approved application and confirmed in the Grant Offer Letter.

2.3 Funded projects must:

- Demonstrate a clear link to Otley's heritage, in particular the bridge and market;
- Align with at least one of the NLHF investment principles:
    - Saving Heritage
    - Protecting the Environment
    - Inclusion, Access and Participation
    - Organisational Sustainability
- Bring direct benefit to the residents of Otley and all applications must clearly demonstrate how this will be achieved.

3. Grant Amount and Payment

3.1 The grant amount will be confirmed in writing in the Grant Offer Letter.

3.2 Payments will be made in accordance with the schedule set out in the Offer Letter. The Council may:

- Pay in instalments;
- Require evidence of expenditure before releasing further payments;
- Withhold payment where satisfactory progress or documentation is not provided.

3.3 The Council reserves the right to request copies of invoices, receipts, or other financial evidence at any time.

4. Use of the Grant

4.1 The grant must only be used for the approved purposes.

4.2 The grant must not be used for:

- Activities outside the approved scope;
- Costs incurred before the Grant Offer Letter is signed (unless agreed in writing);
- Any unlawful activity.

4.3 Any significant changes to the project (including budget, scope, timeline, or delivery method) must be approved in writing by the Council before implementation.

4.4 Grant applications cannot be made retrospectively.

5. Monitoring and Reporting

5.1 Grant recipients must provide monitoring information as reasonably requested by the Council.

5.2 This will include:

- Interim and final reports detailing activities delivered;
- Evidence of expenditure;
- Information on outputs and outcomes;
- Photographs or case studies where appropriate.

5.3 Monitoring requirements will be proportionate to the size of the grant awarded.

5.4 The recipient agrees to contribute to evaluation activity required by NLHF.

6. Acknowledgement of Funding

6.1 All publicity, promotional materials, digital outputs and public communications relating to the funded project must acknowledge funding from:

- Otley Town Council
- The National Lottery Heritage Fund

6.2 Recipients must follow any branding guidance provided.

7. Grant Expiry and Completion

7.1 All funded activity must be completed by the date specified in the Grant Offer Letter.

7.2 Costs incurred after this date will not be eligible.

7.3 A final report and any required evidence must be submitted within the timeframe specified by the Council.

8. Unspent Funds

8.1 Any unspent grant funds must be returned to the Council.

8.2 Funds not used for the approved purposes must be repaid.

9. Clawback

9.1 The Council reserves the right to reclaim all or part of the grant where:

- The grant has not been used for the approved purposes;
- False or misleading information was provided in the application;
- The recipient fails to comply with this Policy;
- Monitoring information is not provided;
- The project does not proceed as agreed.

9.2 Repayment must be made within 30 days of written notice.

10. Insurance and Safeguarding

10.1 Grant recipients must hold appropriate insurance cover for their activities, including Public Liability Insurance if applicable.

10.2 Where activities involve children or vulnerable adults, to ensure appropriate safeguarding procedures and DBS checks are in place.

11. Equality and Inclusion

11.1 Funded activities must comply with equality legislation.

11.2 Projects should promote inclusion and accessibility in line with NLHF principles.

12. Data Protection

12.1 Personal data will be processed in accordance with UK data protection legislation.

12.2 The Council may share information about the grant with NLHF for reporting and audit purposes.

13. Public Information

13.1 As a publicly funded scheme, the Council may publish:

- The name of the recipient organisation;
- The amount awarded;
- A summary of the project.

14. Acceptance

14.1 Acceptance of the grant constitutes agreement with this Policy.

15. How to apply

15.1 Grant application forms are available from Otley Town Council.

15.2 Application forms must be submitted along with all additional information. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.

16. Awarding Process

Eligible applications will be assessed using the following criteria:

Assessment criterion	Points
Heritage relevance and quality	20
Community participation	20
Inclusion, access and new audiences	15
Contribution to the 800th anniversary	10
Legacy, learning and skills	10
Environmental responsibility	5
Value for money	10
Feasibility and capacity to deliver	10
Total	**100**

Applications will normally need to score at least 60/100 to be considered for funding.

A high score does not automatically guarantee an award, as we will also need to consider the overall balance of the programme.

Each application will be assessed by an Advisory Panel who will make a recommendation to the Otley Town Council Community Development Committee for the final decision.