



Teignmouth Town Council Grants Policy

1 Overview

Grant funding is made by Teignmouth Town Council in accordance with the statutory powers invested in it by the Local Government Act 1972. All received applications will be assessed by the Grants Sub-Committee Group will make recommendations to the Finance and General-Purpose committee for approval.

Membership of the Grants Sub-Committee will be: -

- Chairman of the Council
- Chairman of F&GP
- Town Clerk
- One Councillor (nominated by Council)

If one or more Cllrs as named are unable to attend, then deputies/reserves are to step in.

Terms of reference for the Grants Sub-Committee are to be agreed by Finance and General Purposes

Teignmouth Town Council sets its budget and precept in November and December, the monies available for grants is set then. Best financial practice means that monies allocated in the budget are not to be overspent.

Subject to funding being available, Teignmouth Town Council is committed to helping and support to local community groups which are set up to promote community life for Teignmouth residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Teignmouth Town Council.

Teignmouth Town Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

To do this, the Council must be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

Therefore, the Town Council's Grants Policy is based on the principle of promoting the development of partnerships, which encourage and enable local community organisations to deliver local projects to the residents of Teignmouth. In general, the following values apply:

- Assistance will be given based on need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Teignmouth or will benefit the environment of Teignmouth.
- Any assistance given will be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis (excluding agreed regular funded organisations).

2 Objectives of the Council – awarding grant monies.

Teignmouth Town Council provides grant funding to support the following objectives;

Social responsibility
Community Involvement
Fostering local talent and skills
Green, clean and safe town
Social inclusiveness and preventing social isolation
Sustainability
Increase prosperity and tourism in the town

3 The Grants Process

To apply for a Town Council grant you must be a charity, community group or local voluntary organisation operating or providing a service to the community in Teignmouth. All funding requests must use our application form and applicants should provide all information requested.

There are two funding rounds and applications will need to reach the Town Clerk Officer by the 31st March for consideration in April and 30th September for consideration in October.

Successful applications will be paid in April (unless election in May) and October.

Teignmouth Town Council defines a voluntary group as a non-profit making organisation set up and run by a voluntary, unpaid management committee.

4 Teignmouth Town Council will not fund the following:

- i. Organisations that do not provide a service to the community in Teignmouth

- ii. Individuals
- iii. General appeals
- iv. Day to day running costs
- v. Statutory organisations or the direct replacement of statutory funding
- vi. Political groups or activities promoting political beliefs
- vii. Religious groups where funding is to be used to promote religious beliefs
- viii. Capital projects
- ix. Arts and sports projects with no community or charitable element
- x. Projects that may take place before an application can be decided
- xi. Organisations that have a closed or restricted membership
- xii. Private Limited Companies.

5 How the applications are assessed

The Grants Sub-Committee will assess applications twice yearly – April and October.

Payments will be made in April/May or October/November depending on when F&GP meet.

Grant monies requested up the value of £250 will be assessed and determined by the Grants Sub-Committee.

Grant monies requested between £250 - £1,500 will be assessed by the Grants Sub-Committee but determined by F&GP.

Teignmouth Town Council uses the following criteria to assess and decide on grant applications:

- i. Whether the group/project has followed our grants process and meets our requirements and grant giving policy
- ii. Level of benefit to Teignmouth and the impact the grant will make
- iii. Evidence of a well-managed group including previous experience and track record including financial sustainability and viability of group and/or project
- iv. Evidence of partnership working
- v. Details that funding has been obtained from other sources in last 2 years (not Teignmouth Town Council).
- vi. Details that funding is actively being sought from other sources.
- vii. Whether the funding sought is realistic in relation to the applicants' financial resources.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards.

Teignmouth Town Council retains the right to determine the amount granted or to refuse to make a grant.

6 Documentation.

Grants of up to £250	constitution, set of audited accounts.
Grants over £250 - £1,500	constitution and governance, set of audited accounts, minutes of meetings, agendas etc.

7 Monitoring and Reporting Requirements

Successful groups are expected to provide Teignmouth Town Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Teignmouth. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, be invited to attend a Council meeting where applicable.

Failure to provide evidence of the expenditure of the grant money will entitle Teignmouth Town Council to request the return of these public funds.

8 Regular Funded Organisations

Organisations which are annually regularly funded by Teignmouth Town Council i.e. Carnival, Folk Festival, Jazz Festival, will be required to;

- a) demonstrate that other funding streams have been explored and applied for as well as demonstrating that the organisation is proactive in fund raising activities for the event/project (see clause 5).
- b) understand that the Town Council reserves the right to reduce the level of funding by means of stepping grant payments awarded over a period of three years.

The Town Council does reserve the right to undertake a review of regularly funded organisations every three years

7 Councillor Community Grants

Teignmouth Town Council Community Grants will be determined by the Chairman of the Council, the nominated Cllr who sits on the Grants Sub-Committee and in consultation with the Town Clerk. Such grants can be determined on a monthly basis and recommendations made for payment made to the Finance and General Purposes Committee.

8 Timeline

1st October to 31st March

Grant applications to be submitted no later than the 31st March for consideration in April (unless election year which will mean a delay until after the election).

April	Grants Sub-Committee meets.
April/May	Recommendations from Grants Sub-Committee made to F&GP
April/May	Payments made.

1st April – 30th September

Grant applications to be submitted no later than the 30th September for consideration in October.

October	Grants Sub-Committee meets.
October/November	Recommendations from Grants Sub-Committee made to F&GP
October/November	Payments made.

If deadlines are missed, applications may not be considered.