

TEIGNMOUTH TOWN COUNCIL GRANTS POLICY 2019/20



Teignmouth Town Council is funded only by the local residents of Teignmouth and therefore has only limited funds available to distribute in the form of grants. The Council is committed to providing assistance and support to local organisations in Teignmouth and is based on the principle of promoting the development of partnerships which encourage and enable local organisations to deliver local projects for the benefit of the residents of Teignmouth.

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the residents of Teignmouth Parish

1 Grant Amounts

We have 3 levels of grants as detailed below in general the higher the grants the greater detail required and greater scrutiny will be applied

up to £250

up to £1,000

up to £5,000

2 Application Dates

We operate two funding rounds each year with awards made in October and April of each year. Applicants are to provide a fully completed application form which includes all the supporting documentation as required by 15th September for October grant awards and by 15th March for April grants awards.

In circumstance deemed to be very exceptional by the council a grant application may be considered outside of these dates.

Applicants are invited to apply for any awarding round but priority will be given to those not in receipt of grants in previous rounds.

***Please note that any grant applications submitted without supporting documentation as required will not be considered.**

3 Terms and Conditions

In general, the following terms and conditions apply:-

- Funding will be given on a need basis, merit of the project and overall benefit to the local community.

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Approved September 2016

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- Applicants must clearly show how any assistance given will benefit the people living in Teignmouth or the environment of Teignmouth
- Funding will normally only be awarded depending on the Council's budget allocation and may be subject to constraint
- All funding given will be subject to monitoring and evaluation of the outcome of the grant – organisations may be invited to come and speak at a Council meeting.
- Organisations should not make a presumption that funding will continue on a year to year basis
- All projects must acknowledge Teignmouth Town Council's financial contribution in all marketing material and the Town Council logo will be made available for inclusion for such purposes.
- Without a completed application form and accompanying supporting documents if required, applications will be rejected.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves.
- Teignmouth Town Council will not accept grant applications to fund individuals, organisations involved in party political activities, bodies who may pass grant monies onto a third party. Please note that the aforementioned is not exhaustive.
- Applicants agree to abide by these general principles when submitting an application and are to accept that the Teignmouth Town Council reserves the right to impose additional conditions if the Council considers this to be appropriate.

3 Monitoring and Evaluation

For grant applications above £250 all applicants must provide evidence of how any previous grant money from the council has been spent.

Applicants will be required within 6 months of receiving a grant to provide details of what the impact of receiving a grant has been on their project or event. This will include the requirement to provide a written report and when requested make a presentation to the Council. In general, the larger the grant awarded the greater the detail required.

4 Decision Making Process

All grants applications submitted will be evaluated on merit by the Events Working Party (events) and the Grants advisory sub-committee. Finance and General Purposes Committee will make the final decision based upon recommendations made by the respective Working Party and Grants advisory sub-committee.

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Decisions will be made in line with Teignmouth Town Council's agreed 'Priorities and Objectives', financial constraints and the general principles listed.

5 Payments of Grants

- The Town Council prefers the payment of grants to be made by electronic transfer. Cheques can be written out as well if needed.
- Grants should be spent for the purposes stated on the application only
- Teignmouth Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned

GDPR and Data Protection

Here at Teignmouth Town Council we are committed to ensuring that your privacy is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). Should we ask you to provide certain personal information by which you can be identified for the purpose of a contract with us, signing up to our mailing list, newsletter or use of our website, then you can be assured that it will only be used for the purpose it was collected.

It will never be used by any third party for any other form of processing or marketing purposes.

Teignmouth Town Council does not pass on any of its data to third parties other than those specified to undertake the contract entered into.

Teignmouth Town Council may change this policy from time to time by updating this statement. Statement can be found at: -

[www.teignmouth-devon.gov.uk/ UserFiles/Files/Policies/Privacy%20Notice%2020](http://www.teignmouth-devon.gov.uk/UserFiles/Files/Policies/Privacy%20Notice%2020)

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Approved Minute no.

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Office use only

GRANTS APPLICATION FORM

Please complete all details in full and provide ALL the required documentation required with your application. If you require any help completing this application for or have any questions, please do not hesitate to contact the Town Council.

Under no circumstances will any grant application be considered without a completed application form and the required supporting documentation.

Name of organisation	
Name of applicant	
Official Position	
Please confirm the official status of your organisation e.g. charity, limited company, not for profit etc. AND your registration no if appropriate.	
Address	
Email	
Telephone No	
Website address	
How many members does your organisation have	
Funding round please tick appropriate box	<input type="checkbox"/> October <input type="checkbox"/> April
Details of any previous grant or loan from Teignmouth Town Council Date:..... Amount: £	
Purpose for which the grant was made:	
Grant amount applied for	<input type="checkbox"/> up to £250 <input type="checkbox"/> up to £1000 <input type="checkbox"/> up to £5000
Do you have a constitution	<input type="checkbox"/> yes <input type="checkbox"/> No for grant applications above £250 please provide a copy with this application

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Do you have a bank account	<input type="checkbox"/> yes <input type="checkbox"/> No
Do you have accounts	<input type="checkbox"/> yes <input type="checkbox"/> No for grant applications above £250 please provide a copy of your latest accounts and balance sheet of your organisation.
Please provide a brief description of why you require a grant and what funding will be used for including the estimated total cost of project/equipment	
Please provide details of any other funding received	
Are any Councillors or officers of the council connected with your organisation? <input type="checkbox"/> yes <input type="checkbox"/> No If yes, please provide names:	
I confirm that the information provided on this application form is correct and I have provided all the documentation required with this application. I understand that I (for grants above £500) may be required attend a meeting to present my initial application to the council. I also understand I will be required within 6 months of receiving a grant (above£250) provide details of what the impact of receiving a grant has been on their project. This will include the requirement to provide a written report and when requested make a presentation to the council.	
Signature:	
Application Date:	

When completed, this form should be returned to:

**Town Clerk
Teignmouth Town Council
Bitton House, Bitton Park Road, Teignmouth TQ14 9DF
Telephone: 01626 775030
Email; traceyhiggs@teignmouth-devon.gov.uk**

Please remember to include all information required. Your application will not be considered if the supporting documentation as required is not included.

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