



To All Credition Town Councillors

You are hereby summoned to attend a **Grants Sub-Committee** meeting, which will be held on **Tuesday 21 July 2026, at 13.00, at Manor Office, 6 North Street, Credition, EX17 2BT**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Wednesday, 15 July 2026

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

49 - Election of Chair for 2026-27

To seek nominations and elect the Chair for the ensuing year

50 - Election of Deputy Chair for 2026-27

To seek nominations and elect the Deputy Chair for the ensuing year

51 - Welcome and Introduction

Opening of meeting by the Chair and member introductions

52 - Public Question Time

To receive questions from members of the public relevant to the work of the sub-committee AND related to matters on the agenda (CTC's adopted Standing Orders 3d, 3e and 3g; a maximum period of 3 minutes will be permitted for any person wishing to ask up to three questions with a maximum of 15 minutes being allowed for this item)

53 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

54 - Declarations of Interest and Requests for Dispensations

54.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

54.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

55 - Order of Business

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public

56 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Clerk may wish to make (for information only)

57 - Grants Committee Minutes

To approve and sign the minutes of the meeting held on Thursday 22 January 2026 as a correct record (minutes will be issued with the agenda)

58 - Finance

To receive and note the 2026/27 grant budget

59 - Community Grants Policy

59.1 - To receive the external report regarding recommendations to changes to the Community Grants Policy

59.2 - To consider allocating members of the council to organisations in receipt of grants to support relationships and monitoring

59.3 - To consider and agree any changes, for approval by the Oversight Committee meeting on 28 July 2026

60 - Date of next meeting

To note that the date of the next meeting will be **Tuesday 22 September 2026**

61 - Reports Pack

Attachments

[2026-01-22 - Grants Committee - Minutes.pdf](#)

[BACS #74-81 230426 Grants paid - £24,000.pdf](#)

[EMR allocation 26-27.pdf](#)

[Nominal Ledger Details - Grants 26-27.PDF](#)

[External Report .pdf](#)

[Community Grants Policy.pdf](#)

[Large Grants Application Form 2026.27.pdf](#)

[Small Grants Application Form 2026.27.pdf](#)

[Grants Feedback Form.pdf](#)



**Minutes of the Grants Committee meeting held on Thursday, January 22, 2026 at 13:00 in
Manor Office, 6 North Street, Credition.**

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable and Joyce Harris

Apologies: Cllrs Vix Frisby and John Downes

In Attendance: Rachel Avery, Town Clerk

Minute Taker: Emily Armitage, Administrative Officer

MINUTES

25 WELCOME AND INTRODUCTION

The meeting was opened by the Chair and members introduced themselves.

26 PUBLIC QUESTION TIME

There were no members of the public present, and no questions had been submitted.

27 APOLOGIES

Apologies were received and accepted from Cllr Downes, who was ill, and Cllr Frisby, who was working.

28 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

28.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

Cllr Huxtable declared a personal interest in Credition Talking Newspaper and Cllr Brookes-Hocking declared a personal interest in any applications from the Arts Centre and Holy Cross Church.

28.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

None received.

29 ORDER OF BUSINESS

There was no change to the order of business.

30 CHAIRS AND CLERK'S ANNOUNCEMENTS

No announcements were made by the Chair or Clerk.

31 GRANTS COMMITTEE MINUTES

The minutes of the previous meeting held on Tuesday, 6 January 2026, were reviewed and approved as a correct record. Cllr Brookes-Hocking informed the committee about the status of Pippins Nursery as a charity in comparison to Queen Elizabeth's School, which

matched the committee's criteria due to public access to their project. She requested the committee members to affirm their agreement by email that Pippins application would not be approved.

Decision: The minutes of the previous meeting held on Tuesday, 6 January 2026, were reviewed and **approved** as a correct record. (Proposed by Cllr Harris)

32 LARGE GRANT APPLICATION

The committee discussed and approved the large grant of £3,000 for EPIC Family CIC, as recommended by Cllrs Brookes-Hocking, Huxtable, and Harris.

Decision: It was **resolved** to **approve** the large grant of £3,000 for EPIC Family CIC. (Proposed by Cllr Brookes-Hocking)

33 GRANT ALLOCATIONS

The Town Clerk's report on grant allocations was reviewed. The committee considered the proposal to use underspend from the 2025-2026 budget to fund grants for events occurring before the end of the financial year and the use of £1,354 from earmarked reserves to cover the overspend for 2026-2027, leaving £4,489 in reserve. It was **noted** that these proposals would be considered and ratified by Full Council.

Decision: The committee **resolved** to recommend the use of £1,354 from earmarked reserves to cover the overspend, leaving £4,489 in reserves. (Proposed by Cllr Haris)

Decision: The committee **resolved** to recommend the use of remaining underspend from 2025-2026 and earmarked reserves to finance the grants for 2026-2027. (Proposed by Cllr Haris)

34 DATE OF THE NEXT MEETING

Decision: The committee agreed that the next meeting would be held on Tuesday, 31 March 2026.

35 REPORTS PACK

The meeting was closed at 13.46.

Signed

Dated.....

Payee Name	Nominal Amount
#32 Journey Counselling	£1500.00
#33 Sustainable Crediton	£2915.00
#34 Crediton Talking Newspaper	£350.00
#35 St Boniface Concert Society	£650.00
#36 Crediton Arts Centre	£700.00
#37 Crediton BSL	£700.00
#38 Crediton Heart Project	£700.00
#39 Crediton Netball League	£700.00
#40 North Creedy Choral Society	£700.00
#41 Crediton Bowling Club	£700.00
#42 Bang Bang Boxing	£989.00
#43 Arts Centre	£1000.00
#44 Crediton Youth Theatre	£1000.00
#45 Crediton & District Swimming Club	£1500.00
#46 CAHMS	£1500.00
#47 Town Band	£1500.00
#48 CODS	£2000.00
#49 Heart Project	£2000.00
#50 QE School	£2200.00
#51 Involve	£2550.00
#52 Congregational Church	£3000.00
PAID 23 APRIL	£28,854
#77 Folklore Library	£3000.00
#76 EPIC Family CIC	£3000.00
#78 Youth Orchestra	£3000.00
#79 Holy Cross Junior Choir	£3000.00
#80 CHAT	£3000.00
#74 Animating Devon CIC	£3000.00
#75 Significant Seams	£3000.00
#81 Turning Tides Project	£3000.00
PAID 06 MAY	£24,000
#85 Park Run	£2500.00 (plus vat)
PAID 12 MAY	£2500.00
	Total: £55,354

<u>420 Annual Grant Funding</u>									
4750	Grants Paid	0	55,354	54,500	(854)		(854)	101.6%	854
Annual Grant Funding :- Indirect Expenditure		<u>0</u>	<u>55,354</u>	<u>54,500</u>	<u>(854)</u>	<u>0</u>	<u>(854)</u>	<u>101.6%</u>	<u>854</u>
Net Expenditure		<u>0</u>	<u>(55,354)</u>	<u>(54,500)</u>	<u>854</u>				
6000	plus Transfer from EMR	854	854	0	(854)				
Movement to/(from) Gen Reserve		<u>854</u>	<u>(54,500)</u>	<u>(54,500)</u>	<u>0</u>				

12:00

Nominal Ledger Details

Nominal A/c 4750 Grants Paid					Annual Budget	54,500.00
Centre 420 Annual Grant Funding					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	23/04/2026	BACS #32	Cashbook	Grant funding 26-27	1,500.00	
1	23/04/2026	BACS #33	Cashbook	Grant funding 26-27	2,915.00	
1	23/04/2026	BACS #34	Cashbook	Grant funding 26-27	350.00	
1	23/04/2026	BACS #35	Cashbook	Grant funding 26-27	650.00	
1	23/04/2026	BACS #36	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #37	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #38	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #39	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #40	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #41	Cashbook	Grant funding 26-27	700.00	
1	23/04/2026	BACS #42	Cashbook	Grant funding 26-27	989.00	
1	23/04/2026	BACS #43	Cashbook	Grant funding 26-27	1,000.00	
1	23/04/2026	BACS #44	Cashbook	Grant funding 26-27	1,000.00	
1	23/04/2026	BACS #45	Cashbook	Grant funding 26-27	1,500.00	
1	23/04/2026	BACS #46	Cashbook	Grant funding 26-27	1,500.00	
1	23/04/2026	BACS #47	Cashbook	Grant funding 26-27	1,500.00	
1	23/04/2026	BACS #48	Cashbook	Grant funding 26-27	2,000.00	
1	23/04/2026	BACS #49	Cashbook	Grant funding 26-27	2,000.00	
1	23/04/2026	BACS #50	Cashbook	Grant funding 26-27	2,200.00	
1	23/04/2026	BACS #51	Cashbook	Grant funding 26-27	2,550.00	
1	23/04/2026	BACS #52	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #74	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #75	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #76	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #77	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #78	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #79	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #80	Cashbook	Grant funding 26-27	3,000.00	
2	06/05/2026	BACS #81	Cashbook	Grant funding 26-27	3,000.00	
2	12/05/2026	BACS #85	Cashbook	Grant funding 26-27	2,500.00	
Account Totals					55,354.00	0.00
Net Balance Month 4					55,354.00	

Crediton Town Council Grantmaking Discussion

March 2026

Grantmaking budget and criteria

There was some discussion about whether a clear cap on the overall grantmaking budget was necessary. Overall, there was consensus that this was helpful, especially given the fact that demand was likely to exceed available funds in the coming period. Councillors could retain the ability to exceed the cap (or to vary any grantmaking policy or procedure) under exceptional circumstances.

With a finite grantmaking budget, and the prospect of increasing demand, comes the need for very clear and transparent criteria for decision making. Currently, under the general aim of benefitting the town and its residents, are three further criteria for the outcomes of grants:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Crediton.
- Supports CTC in achieving the overarching aims of its strategic plan

Notably, this does not mention maintenance of existing assets, only innovation and improvement. My understanding is that several grants are effectively for the maintenance of valued activity. Councillors might want to clarify this point. It may also be helpful to clarify where priorities lie in a situation of scarcity: would the priority be for a grant that benefitted a larger number of people? One that fitted closely with strategic aims? Something that was innovative? Someone not funded recently? Something unlikely to be funded elsewhere? It is important that published criteria for decision making precisely match the basis on which decisions are taken.

Eligible costs: it is suggested that a blanket ban on salaries and hospitality is reconsidered. In context, these are considered perfectly legitimate expenses in the wider grantmaking world.

Multi-year funding for core activity

There may be a small number of core services/assets that are considered essential for the town (eg an advice service, or youth provision). These are likely to be funded year after year. We discussed the potential value of committing to multi-year agreements with certain providers (subject to satisfactory annual review), for the delivery of specific services, possibly accompanied by a service level agreement or contract, rather than a simple grant agreement. This would increase stability for funded organisations, and increase efficiency for both organisation and the grants committee by reducing paperwork. It would, at least in principle, commit funds for periods not covered by a single budget, but if grants are being made very reliably year on year, the risk is not substantial.

Grant size and 'Top-slicing'

Councillors were comfortable with the idea of larger and smaller grants, with proportionate bureaucracy. A fixed deadline for applications at least for larger grants would allow a fair assessment in the event of oversubscription.

Some felt publishing an upper limit for individual grants encouraged people to ask for the maximum. This is understandable, as generally the amount applied for is a contribution to overall costs, not the

full amount. But it perhaps raises expectations of the full amount being available. Some felt that councillors ought to reserve the right to determine the award level, or decide to 'top slice' a number of awards in order to support more organisations. In the case of an application for something with a fixed cost (such as an event, or a piece of equipment), this could mean it did not happen at all.

Innovation, micro-grants and participatory grantmaking

It was felt to be important that CTC used part of its grantmaking budget to encourage new activities. It was recognised that this might mean funding an initiative that was not backed by an established organisation with its own bank account (the grants policy should be amended to make this possibility clear). Sometimes this was easily achieved by paying invoices directly, but in other cases this won't be so simple. CTC might consider using alternative forms of payment such as pre-paid cards, especially with very small grants (see below), or other forms of fiscal hosting.

A range of formats for grantmaking was discussed, including the possibility of ringfencing a small amount of the budget for micro-grants, and delegating the decision making for these away from councillors to groups of residents, eg young people, either through established structures such as a youth or school council, or through a completely open, public process, perhaps involving live pitches from applicants. This is a good way of introducing young people to civic processes, and can encourage their more active engagement with the council. The grants could be very small (say up to £100), so although the ideas may not be tried and tested, the risk is very low. Reporting on outcomes could be again in person or through short videos etc, to make the process more engaging.

Engagement

We discussed the different purposes of councillor engagement with grantholders:

- *Communications* – to share information with residents about the council's grantmaking, and to encourage applications. Attending an event can be a good way of doing this.
- *Assurance* – to check grants are being spent in the way they are intended. This might not be best done at a public event (and not all grants involve public activity).
- *Understanding* – to build a longer-term relationship with a funded organisation, to understand better what they do, and how they can be supported (not always with money). It was recognised that if larger, multi-year grants are being made, it is especially important to build this kind of relationship. It was suggested that individual councillors could be assigned organisations to get to know in this way.

It is important that councillors are clear on the purpose of their engagement with funded groups. Beyond some basic due diligence, grantmaking is essentially a trust-based process (requiring a report on funded activity does not prevent fraud), though this ought present few concerns in a small town.

Convening

Alongside grantmaking, CTC is able to use its convening power to add value by bringing people together to work in partnership. As well as helping to avoid duplication, much public sector or philanthropic funding these days supports organisations working together to make the most of their skills, experience and resources.



Community Grants Policy

1. Introduction

- 1.1 Credition Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations and charities within Credition for the benefit of the town and its residents.
- 1.2 CTC's grant fund comes from taxpayer's funds (the precept) and a key principle of this policy is to ensure that any grant expenditure is clear and transparent.
- 1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.
- 1.5 CTC seeks to provide grants which meet at least one of the following outcomes:
 - Provides a new or improves an existing asset or service which benefits a significant number of residents
 - Enhances the profile and/or reputation of Credition
 - Supports CTC in achieving the overarching aims in its Strategic Plan.

2. Grant Schemes

- 2.1 CTC operates two separate grant schemes:
 - The Small Community Grants Scheme is available to organisations applying for a grant of a value of up to £700.00, which are considered on an ongoing basis by the Town Clerk, in conjunction with the Chair of the Oversight Committee
 - The Large Community Grants Scheme is available to organisations applying for a grant of a value up to £3,000.00, which are considered annually by the Grants Sub-Committee and Oversight Committee as part of the budget setting process for CTC, as set out in 5.6, and are payable in April of each year.
- 2.2 Grants are considered on a first come, first serve basis. Applications to the Large Community Grants Scheme are urged to apply early, but applications will be considered on an ad-hoc basis dependent on budgetary constraints.

3. Eligibility

- 3.1 The Grants Schemes are open to:
 - Community groups and organisations
 - Local charities
 - Community Interest Companies.

- 3.2 The above bodies must have a bank account in their own name.
- 3.3 Projects must deliver a benefit to the residents of Crediton.
- 3.4 CTC will not fund:
- Hospitality
 - Salaries
 - Religious organisations (unless for non-religious activities)
 - Core school expenditure
 - Projects with party-political links.
- 3.5 CTC recognises that from time to time, organisations may require more than one grant in a financial year. Organisations are urged to speak to the Town Clerk regarding this. CTC will consider further applications from an organisation, but grants will be awarded on a case-by-case basis, dependent on budgetary constraints.

4. Applications to the Small Community Grants Scheme

- 4.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.
- 4.2 In addition to the application form, the following documentation will be required:
- Confirmation of a bank account and a bank statement dated within 3 months' of the application
 - A copy of the financial statements for the previous year
 - A copy of the organisation's constitution or other governing document.
- 4.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.
- 4.4 Applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.
- 4.5 The Town Clerk will score applications, using the requirements in 1.5, on the following basis:

Criterion	Score	Definition
Achieves outcomes detailed in 1.5 of this policy	Up to 10	A high score (6 and above) indicates that the application meets at least one outcome fully and provides sustainable benefit to the community. A very high score (8 and above) indicates meeting more than one outcome fully.

Value for money	Up to 10	A high score (6 and above) indicates that the application is either collaborative with other organisations or supplemented by other funding sources. Grants awarded must represent cost-effective use of CTC funds.
Strong governance	Up to 10	A high score (6 and above) indicates that the application shows good control structures within its organisation. Strong dependence on one or two individuals does not necessarily represent a sustainable model. If relevant, insurance documents must be in place and CTC may request to view them.
Reflects the strategic aims of CTC	Up to 6	A high score (4 and above) indicates a good fit with the strategic aims of CTC.

An application must score at least 6 points on governance and achieve an overall score of 18 to be awarded a grant.

- 4.6 Small grants are considered on an ongoing basis to the value of one third of the overall annual grants budget, but this allocation may be reviewed by the Oversight Committee throughout the financial year if required
- 4.7 If a small grant is awarded, the applicant will be expected to:
- Use the monitoring form to show how the grant was used
 - Abide by all relevant law and regulations. CTC may ask for copies of policies and procedures
 - Include the grant as specified restricted income/expenditure
 - Use the CTC logo on any promotional material.

5. Applications to the Large Grants Scheme

- 5.1 Applicants will be required to submit their application and provide any relevant documentation via email. An application will not be considered until all information required has been provided.
- 5.2 In addition to the application form, the following documentation will be required:
- Confirmation of a bank account with at least two signatories, and a bank statement dated within 3 months' of the application
 - A copy of the financial statements for the two previous years
 - A copy of the organisation's constitution or other governing document.
- 5.3 Where expenditure on a single item exceeds £500.00, the applicant should demonstrate that best value has been sought.
- 5.4 Applications will be considered by the Grants Sub-Committee, and be approved by the Oversight Committee, using the same scoring as point 4.5.

- 5.5 Some applications may require further consideration, and applicants may be required to attend a meeting to respond to any questions CTC has.
- 5.6 The deadline for applications will be set by the Town Clerk, in line with budget setting for the next financial year. Full details will be provided on CTC's website.
- 5.7 If a large grant is awarded, the applicant will be expected to:
- Receive the grant from the Mayor in person, and agree to a photograph and press release for the local newspaper, CTC website and social media outlets
 - Use the monitoring form to show how the grant was used
 - Abide by all relevant law and regulations.
 - Provide CTC with for copies of policies and procedures if requested
 - Include the grant as specified restricted income/expenditure
 - Use the CTC logo on any promotional material and/or add to the applicants website.

6. Receipt of grant

- 6.1 Successful applicants will be required to sign an agreement in line with the contents of this policy, in advance of receipt of the grant.
- 6.2 Grants will be made within four weeks of receipt of the agreement.
- 6.3 Grants will only be made to the stipulated bank account. No grants will be made to an individual.

7. General

- 7.1 CTC acknowledges that some organisations may experience difficulty in completing the application and all possible assistance will be provided.
- 7.2 If a body receiving a grant from CTC ceases to function, a full reimbursement of grant funding in that financial year will be expected.
- 7.3 CTC will publicise the availability of Community Grants.
- 7.4 CTC will review the budget set for Community Grants on an annual basis.
- 7.5 CTC will review this policy on an annual basis.
- 7.6 Any decision made regarding grants awarded is final, and there is no right to appeal.



Large Grants Application Form (up to £3,000.00)

Crediton Town Council (CTC) is looking for applications from community groups and organisations requesting up to £3,000.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Crediton
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Large Grant applications are considered by the Grants Sub-Committee and then approved by the Oversight Committee. Applicants may be invited to attend the relevant meeting of the Grants Sub-Committee.

Further information can be found at: www.crediton.gov.uk

Name of Organisation		
Name of Project or Activity		
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
Amount of funding requested from CTC		

Contact Details

Name of the person making the application	
Position in organisation	
Email address	
Telephone number	

Organisation details

Address	
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3. How will this project support some or all of CTC's ambition as outlined in 1.5 of the Community Grants Policy?

4. Describe the impact on Crediton's residents both in terms of the number of people your project will benefit and the extent of the impact

5. How will your project be financially sustainable in the long term?

6. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)

7. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project

How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months' time

Outcome	Success will look like	How we will measure it
E.g. well attended activities	50 + participants by the 5 th event	Sign in sheets

How much will your project cost and how will you use the money?

What is the total cost of your project?	
How much funding would you like from CTC?	
Where will the remaining funding come from?	

Budget (please complete the following budget for your project or provide a supplementary document)			
Title	Description	Total amount	Amount requested from CTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			
	Sub total		
	TOTAL		

Declaration

Have you received a grant in the last 3 years from CTC?	
If so, how much?	
What was the project?	
Please tell us about any existing relationship with CTC. (For example, either by being a tenant or any existing or previous legal/financial arrangement with CTC)	

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions.
(please click/tick box to agree) ☐

We agree to crediting Crediton Town Council for the funding for this project through our communications, using CTC's logo on websites or promotional material, and are happy for CTC to share stories and grant feedback through their communications.
(please click/tick box to agree) ☐

We are happy to arrange visits by CTC staff and councillors to our project while it is being delivered
(please click/tick box to agree) ☐

We have provided copies of the following necessary documents (refer to Grant Application information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

Applications will not be taken to committee without all these supporting documents.

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date:

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk



Small Grants Application Form (up to £700.00)

Credition Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Credition
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: www.crediton.gov.uk

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number:

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?			
What are the aims of your organisation?			
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts		
	Health		
	Environment		
	Youth		
What is the name of the project/activity you are applying for?			
When will the project be started/finished?			
How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)			

Please tell us about your project and how your project fits with these criteria
(500 words maximum)

Financial information

What is the total cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	
What is the amount of grant requested from Crediton Town Council?	
How much have you raised already?	
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit?
b) How many are involved in decision-making and ownership of this project?
c) Will your project encourage more Crediton residents to get involved?
If so, how?
2. Are you partnering with other Crediton groups and, if not, could you consider doing so?

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?

4. Will your project continue after this grant is spent? If so, how will it be funded?

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions
(please click/tick box to agree) ☐

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐
(to double check bank details)

NB. Scanned copies are acceptable if you end your application by email.

Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

Typed entries acceptable for email applications

Date:

Please return your completed application form to: Crediton Town Council, 8 North Street, Crediton, EX17 2BT

Email: e.armitage@crediton.gov.uk



Grant Feedback Form

The information provided on this form will be treated as confidential and used for grant assessment purposes only. The Council may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

►Name of Organisation:

►Contact Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name

Position in Organisation

Address

Postcode

Telephone Number

Email Address

►Amount of Grant received:

Date Grant received:

►Please provide feedback of how this grant has been spent, including how the grant has benefited your organisation/group as well as Credition. Please attach any supporting information or visuals.

Please see overleaf



CREDITON TOWN COUNCIL

Manor Office
6 North Street
Credition
Devon

EX17 2BT

Telephone: 01363 773717

Email: reception@crediton.gov.uk

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document are correct and complete.

I understand that any false declaration or misleading information or any significant omission may result in the repayment of any grant aid provided.

Signed

Date

Please return this form along with your new application to e.armitage@crediton.gov.uk