



COMMUNITY GRANT POLICY

Introduction

Crediton Town Council (CTC) has a commitment to encourage, support and promote volunteer organisations, charities and good causes, (collectively “organisations”) where the activities will contribute to, and be of benefit to, the life or community of Crediton residents.

Key Dates:

Closing date for applications for the following financial year: 30 September

Communication of community awards: By 31 December

Community awards distributed: April/May

Applications will be considered in the Community Grant Committee meetings in November. Applicants are encouraged to attend the relevant meeting in order to present their project and answer any questions that might arise, and if successful to give a presentation at a Crediton Town Council meeting, Crediton Town Council Annual Meeting and/or an article in the quarterly newsletter.

These community grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure available for community grants will be agreed by CTC as part of the budget for each financial year. The community grant may be in the form of either a financial grant, or in certain approved cases, the provision of work carried out by the council’s own staff and/or use of council premises.

To ensure that fair and proper consideration may be given to all requests, CTC requires applications from organisations meet the criteria and follow the Application Process:

Criteria

Community grant applications will be considered by the Community Grants Committee and recommendations will be presented to the Council Affairs and Finance Committee. Final decision-making lies with Full Council.

This policy has been designed to act as guidance for both applicants and councillors when considering applications.

The purpose for which the grant is made must be in the interest of the town or any part of it, or all or some of the residents in the town. The benefit to the area or residents must be commensurate with the expenditure.



When considering any application, the Community Grants Committee will refer to the following guidelines to consider if the grant is for:

- Purchasing equipment either in part or full
- The funding of transport that will enable group members to partake in a group trip or outing regardless of their incomes
- Training activities, or to purchase the expertise of an outside trainer/instructor/facilitator
- Activities that raise the profile of the area
- The support of a viable group that is experiencing a period of hardship
- Hosting special events or celebrations
- The provision of recreational facilities including arts, music and drama
- Any substantively reasonable request benefiting the residents of the town

Application Process

Please ensure that the following documentation is provided when applying for a community grant:

1. A completed Community Grant Application Form. This form is available from the Town Council Offices throughout the year and can also be downloaded from the [CTC website](#).
2. Latest financial accounts.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.

Conditions

1. Organisations and Locality

- 1.1 Applications for assistance must be made on an annual basis, irrespective of the type of financial assistance being requested.
- 1.2 Applications will only be accepted from charitable, voluntary and non-profit making organisations – requests from individuals will not be considered.
- 1.3 The organisation must demonstrate the level of benefit to the local community and be able to indicate that a large percentage of the participants benefitting from the Community Grant are residents of Credition.
- 1.4 At present, CTC is unable to give financial assistance to individuals or charities operating overseas.

2. Type of Financial Assistance

2.1 Annual Grants

CTC will provide grant aid for revenue expenses towards the continuing provision of a service.



2.2 Project Grants

CTC will provide grant aid toward specific projects or purchases of equipment.

2.3 Assistance in kind

CTC will also consider assistance in kind, by the provision of work carried out by the Council's own staff and/or use of Council premises.

2.4 Who/What will not normally be funded

- The activities of political organisations
- The activities of religious organisations, unless they can show they operate clear and open community activities which do not require membership or connection to the organisation and that the application will be of benefit to the community
- An organisation that discriminates on grounds of racial origin, gender, disability, age (except for obvious reasons, such as being a member of a youth club)
- Organisations based outside of the United Kingdom and/or do not operate in Pound Sterling.
- Organisations that have a closed/restricted membership
- Salary costs will not be funded
- Core school expenditure will not be funded.

3. Application Timescale

3.1 The deadline for receipt of applications is 30 September each year.

3.2 Applications will normally be considered by the Council during November.

3.3 Applicants will be advised by the 31 December whether their application has been successful.

3.4 All grants will be paid in April/May of the following year, normally at the Mayor's Reception.

3.5 The Community Grants Committee will also consider project grant applications in April, July and November each year if circumstances require it and sufficient funding remains available.

4. General

4.1 Community Grants should be spent for the purpose and on the project/activity for which they were given.

4.2 CTC must be credited on any publicity used to promote the project/activity.

4.3 Community Grants will not be awarded for money already spent.

4.4 If the organisation is unable to use all or part of the Community Grant for some or all of the stated purpose, all monies (or a proportion thereof) must be returned to CTC.

4.5 All Community Grants must be properly accounted for and evidence supplied to Credition



Town Council along with and with the feedback form.

- 4.6 If CTC is not satisfied with the arrangements, they reserve the right to request a refund of the Community Grant awarded.
- 4.7 A detailed plan and supporting evidence is required for Community Grant applications of £500 or more within six months of the award date to demonstrate how the Community Grant has been spent, as set out in the Introduction.
- 4.8 If an organisation is dissolved, CTC would require the organisation to reimburse the Community Grant awarded.
- 4.9 Organisations are not restricted to the number of Community Grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.
- 4.10 The awarding of a Community Grant in one year or period does not set a precedent for any subsequent applications.
- 4.11 If contractors are used for any work, CTC may require organisations to provide written estimates.

Please Note:

CTC acknowledges that organisations, particularly new and smaller ones, may experience difficulty in completing the application and all possible assistance will be given to help those organisations. CTC will also:

- Publicise widely, throughout the Town, the availability of grant aid
- Review the grant aid budget on a regular basis and at least annually
- Periodically review the policy and applications for grant aid
- The Council's decision on any application is final and there is no right of appeal.
- The Council will not commit to any continuing expenditure.
- Nothing in this Policy prevents the Council from providing a Community Grant or donation to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.
- Where a member of the council is a member of a group/organisation applying for funding, that member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting.