



## Salcombe Town Council

### Application for Grant for Voluntary Organisations

#### Local Government Act 1972, Section 137

Grants are provided for local charitable, voluntary and community organisations who provide a benefit for the town of Salcombe. Please refer to the 'Criteria for Applicants Requesting Grant Funding' that accompanies this form.

**PLEASE COMPLETE IN CAPITAL LETTERS:**

Name and registered address of Organisation	
Contact Name, email and telephone number	
Amount of grant requested	£
Reason for grant request (please continue on separate sheet if necessary)	

By signing this application, you/your organisation agree to the policy conditions attached to this form

Signed..... Date.....

Position in organisation.....

Please send this form together with a copy of latest bank statement or accounts to:

Email: [townclerk@salcombetowncouncil.gov.uk](mailto:townclerk@salcombetowncouncil.gov.uk)

Post: Town Clerk

Salcombe Town Council, Cliff House, Cliff Road, Salcombe TQ8 8JQ



## **Salcombe Town Council Grant Awarding Policy**

### **1. INTRODUCTION**

- 1.1 Salcombe Town Council ('the Council') is committed to encouraging, supporting and promoting charitable, voluntary and community organisations within Salcombe for the benefit of the town, and makes an annual budget provision for grants for this purpose. This Policy ensures that the awarding of grants is open and transparent.
- 1.2 Applicants are encouraged to look at alternative sources of funding in addition to this scheme.

### **2. CONTACT DETAILS FOR SUBMISSION**

Completed application forms and supplementary documentation should be sent to the Town Clerk at: Salcombe Town Council, Cliff House, Cliff Road, Salcombe TQ8 8JQ, or by email to [townclerk@salcombetowncouncil.gov.uk](mailto:townclerk@salcombetowncouncil.gov.uk). In case of query, email the Town Clerk or telephone (01548) 842282.

### **3. ELIGIBILITY**

- 3.1 Schemes are open to charitable, voluntary and community organisations based in Salcombe. In exceptional circumstances, consideration may be given to similar organisations outside Salcombe if there is a strong connection to the town and the grant will be used for the benefit of the town.
- 3.2 The Council seeks to provide grants to deliver one or more of the following outcomes:
- \* Provides a new (or improves an existing) asset or service to benefit a significant percentage of Salcombe's community;
  - \* Enables people of Salcombe to take opportunities that would otherwise be unavailable to them, particularly for those aged under 18 and/or over 65 years of age;
  - \* Enhances the profile and reputation of Salcombe.
- 3.3 Applicants must have a bank account in their organisation's name.

### **4. RESTRICTIONS**

- 4.1 Only one application per organisation in any one financial year.
- 4.2 Grants will only be awarded to an organisation, not to an individual.
- 4.3 Applications will not be considered for:
- \* Costs which should be met by statutory provision/public funds;
  - \* Political groups or activities promoting political beliefs;
  - \* Religious groups (unless for non-religious activities);
  - \* Hospitality;
  - \* Salaries and office costs;

- \* Core school expenditure;
- \* Retrospective funding.

## **5. APPLYING FOR A GRANT**

- 5.1 Applications may be submitted at any time during the financial year.
- 5.2 Once all funds have been allocated, no further grants can be awarded until the next financial year.
- 5.3 Application forms and supporting documentation should be submitted by post or email (see section 2).
- 5.4 Applications will not be considered until all required information has been provided. This may include:
- \* Invoices, receipts and/or quotes;
  - \* A full set of accounts for the last financial year, showing income, expenditure and balances. These should be audited, if possible. For new or small organisations without a set of annual accounts, copies of the previous 6 months' bank statements must be enclosed;
  - \* The Council may ask for extra information to support your application form;
  - \* A copy of the organisation's rules & regulations and/or constitution.

## **6. ALL APPLICANTS INDICATE AGREEMENT TO THESE TERMS AND CONDITIONS**

- 6.1 The grant applied for may not be awarded in full.
- 6.2 The grant must be spent in accordance with the original application.
- 6.3 The Council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.
- 6.4 The Council can insist on the repayment of a grant in full if these terms and conditions are breached, and any charity involved may be referred to the Charity Commission.
- 6.5 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application left unspent after one year of receipt, or in full/partially for breach of conditions.
- 6.6 Any publicity to be agreed jointly in advance. Recipients should acknowledge the Council's financial support in press releases and publicity.
- 6.7 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 6.8 Successful applicants must sign an agreement to these Terms & Conditions prior to receiving the grant.
- 6.9 If an application is deferred, further information may be requested. There is no need to re-apply.
- 6.10 The Council will handle your data according to our GDPR policy. The personal information provided when applying for a grant will be treated in accordance with the principles used by the Council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.

## **7. WHAT HAPPENS AFTER AN APPLICATION HAS BEEN SUBMITTED?**

- 7.1 Applications that meet the grant award criteria will be considered at the Full Council Meeting following receipt of the application.
- 7.2 The Town Clerk will contact you by phone, email or letter to confirm the outcome.