



Buckfastleigh Town Council Larger Grants Policy and Guidance 2018 (application for £501 or over)

The fund will be managed and administered by Buckfastleigh Town Council with the aim of bringing social, amenity, educational and environmental benefits. The fund is intended to support local community projects, groups and organisations who operate for the benefit of local residents who live within the parish of Buckfastleigh.

The Finance Committee (which must be quorate as defined in the Standing Orders) will recommend applications for Larger Grant assistance on nine occasions (excluding August, December & March) in every year and these must be submitted to the Town Clerk with all appropriate information.

The Finance Committee has the discretion to use up to the total annual sum available to it to fund or part fund schemes of significant community impact in the parish. Applications will require evidence of need, community fund raising and attempts to secure other sources of funding and sponsorship. Match funding already secured would be of benefit. Evidence will be required from the organisation sponsoring the application of audited accounts where these exist, a constitution, a management and maintenance plan together with evidence of sustainable revenue funding for the future.

Eligibility

Grants will only be considered if the following criteria are met:

- Organisations applying should be situated inside the areas administered by the Town Council (unless a clear benefit to the inhabitants of the town can be established). In such cases, supporting information demonstrating the level of benefit must be provided.
- Organisations applying should be socially inclusive e.g. membership is consistent with our Equality and Diversity Statement.
- The grant must not be used for the purpose of promoting religious or political ideologies.
- No grant will be awarded to or for any commercial venture for private gain.
- This grant cannot fund the purchase of alcohol, loan or interest payments, endowments or VAT that you can recover.
- No retrospective applications will be considered and costs already incurred will not be funded.

Terms and Conditions

- The amount of the grant award will be at the discretion of the Finance Committee and ratified by full Council.
- All applications will be considered on their merits and subject to providing the supporting documentation requested on the application form. Incomplete applications will be returned and may delay the process.
- Grants will only be considered for non-profit organisations and charities operating within the defined civil parish boundary of Buckfastleigh for the benefit of this area.

- You must have acceptable safeguarding policies and procedures in place if your project involves working with children, young people or vulnerable adults and evidence of this will be required.
- If required, it is the applicant's responsibility to ensure that public liability insurance is in place.
- The Finance Committee will take into account any previous grant(s) made to an organisation when considering a new application.
- Except in extraordinary circumstances (at the discretion of the Finance Committee), payments will only be made into a UK based bank account or building society account in the name of your organisation.
- The Finance Committee will recommend applications to full Council for resolution and reserves the right to publish and publicise all or any grants awarded.
- If your application is successful we will confirm this in writing.
- You must complete your project within 12 months of the date of our letter confirming the grant and you will be asked to complete and return an End of Grant Report form to the Town Clerk detailing how the money was spent and what has been achieved.