



# Buckfastleigh Town Council Perennial Grant Fund Policy and Guidance 2023

## Summary

Buckfastleigh Town Council recognises that there are charitable, voluntary and not-for-profit making organisations that provide front line services to the local community which are not capable of covering their full annual running costs and depend on the security of regular funding rather than unsustainable ad hoc grants from different funding sources. These organisations must however, be able to demonstrate evidence of need, effective delivery and fund-raising.

The Town Council will consider applications for perennial funding for up to four years, although successful applicants will be expected to report back to the Council annually on the effectiveness of the awarded grant.

**The application must be submitted to the Town Clerk by 31<sup>st</sup> August** so that requests for funding can be considered by the Town Council Meeting (which must be quorate as defined in the Standing Orders) and, if successful, included in the budget for the forthcoming financial year(s) subject to approval by the December full Council meeting.

## Application Process

An application must be completed and submitted with the following supporting documents by the above deadline:-

- Audited accounts and balance sheet for the last full accounting period
- Predicted income and expenditure for the first year of the grant
- Copy of current governing document or constitution
- Minutes of the most recent Annual General Meeting

Applicants will be required to attend an informal meeting with two members of the Town Council to discuss their application.

## Eligibility

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

- Organisations applying should be situated inside the area administered by Buckfastleigh 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 for eg. membership is consistent with the Town Council's Equality and Diversity Statement.
- 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.

## Terms and Conditions

- The amount of the grant award will be at the discretion of the Town Council and ratified by full Council.
- All applications will be considered on their merits and subject to providing the supporting documentation as listed above. Incomplete applications will be returned and may delay the process. Late and retrospective applications will not be considered, and costs already incurred will not be funded.
- Grants will be awarded to voluntary groups, societies, clubs, not-for-profit organisations and charities operating within the defined civil parish boundary of Buckfastleigh for the benefit of this area but may exist outside the boundary.
- You must have acceptable vulnerable persons policies, procedures, health and safety compliance, qualifications, data protection and insurance in place 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 Town Council will take into account any previous grant(s) made to an organisation when considering a new application.
- No payments will be paid by cash and bank account details for a UK based bank or building society account in the name of your organisation must be provided.
- The Town Council will recommend applications to full Council for resolution and reserves the right to publish and publicise all or any grants awarded.
- Payment of the grant will be at the discretion of the Town Council who reserves the right to withdraw funding and if necessary, pursue the recovery of funding already supplied if the grant is not used as agreed and defined in the application or has concerns.
- Following the decision of full Council you will be advised in writing if your application has been i) approved, ii) approved with a conditional offer or iii) rejected.
- You will be asked to provide an annual review, evidence of fund raising from other sources and informal report to the May meeting of the Town Council Meeting.