



Buckfastleigh Town Council Smaller Grant Application Policy and Guidance 2025 (application for up to £500)

Summary

The Town Council is committed to supporting community groups that make a positive difference to Buckfastleigh. The Town Council administers small grants up to £500 to local community and voluntary organisations who operate for the benefit of local residents who live within the Parish and can demonstrate a clear need for financial support.

The Town Council wishes to encourage the valuable work carried out by the volunteers in our community and applications for grant assistance are considered on four occasions in every financial year and must be submitted to the Town Clerk at the Town Hall or by email: clerk@buckfastleigh.gov.uk with all supporting documentation by the deadlines detailed below:-

	1 st Application	2 nd Application	3 rd Application	4 th Application
Closing Date	31 st May	31 st August	31 st October	31 st January

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.

Terms and Conditions

- The amount of the grant award will be at the discretion of the Town Council.
- Up to a maximum of two applications will be considered from the same organisation each financial year (1st April – 31st March).
- 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.

- The applicant(s) or a representative of the organisation (where feasible) are required to attend the appropriate Town Council meeting when their application will be discussed to respond to any questions that may arise. Funding will not solely be awarded on the basis of the contents of the application.
- The Council 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 Town Council), payments will only be made into a UK based bank account or building society account in the name of your organisation.
- All recipients are required to complete and return an End of Grant Report form to the Town Clerk.

Adopted by Buckfastleigh Town Council 13th June 2018

Reviewed by the Finance Committee 13th November 2024