



Tiverton Town Council

Grant Awarding Policy

Policy Name	Grant Awarding
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Approved by	Full Council
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1. Introduction

Tiverton Town Council is committed to supporting and strengthening the many networks and community groups which help make a positive difference to Tiverton.

The Town Council offers limited financial grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the community by:

- Providing a service which has been identified as a service lacking in the community.
- Enhancing the quality of life of the community.
- Improving the environment and promoting the town of Tiverton in a positive way.

2. Purpose

To ensure that Tiverton Town Councils grant giving procedure is fair, transparent and robust, ensuring that financial support is awarded to community organisations which benefit the town.

As aforementioned, grants will be assessed using the following criteria (although not exhaustive):

- A complete application form and enclosed additional information.
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community

- Efforts to secure other sources of funding
- If your project provides value for money for the residents of Tiverton.

3. Scope

The procedure only relates to grants applied for and awarded directly by Tiverton Town Council.

4. Process

- a. The grants budget will be set annually as part of the budget setting process;
- b. Applications must be received by the Town Council no later than 1st November. The applications are then assessed by the Town Council and if successful payment will be made in June the following year, or in conjunction with the agreement of the grant;
- c. All applications must be accompanied by the Council's Grant Application form which must be fully completed. The Council reserves the right to refuse any application form which is not fully completed;
- d. A copy of the latest audited or certified accounts and a copy of the latest bank statement must be sent with the application. Failure to provide this information may result in the application being rejected;
- e. Applications can only be accepted from non-profit making organisations and societies. Grants are not made to individuals;
- f. The Council will not award grants to Commercial for Profit organisations, Political Parties or religious groups (not unless for a purpose which does not discriminate on grounds of belief);
- g. The Council would expect organisations to raise a reasonable amount of funds themselves towards a specific project or scheme;
- h. Grant applications should be for specific projects and not normally, unless specifically agreed in advance, for the general running costs of an organisation. The Council would not normally agree to a grant towards a project which it had financially supported the previous year;
- i. Requests for funds should be clearly seen to benefit a group of people within the parish boundary of Tiverton;

- j. Where the Council agrees funding for a specific project proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds;
- k. It should be noted that an application for funding must be made each year. The Council does not contact organisations who have previously applied for funding;
- l. The Council reserves the right to withdraw or reduce a grant if it feels that the conditions, or part of those conditions, have not been complied with;
- m. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant;
- n. The closing date of applications shall be the last date for receipt of applications;
- o. The Council will not accept any liability for organisations and societies not becoming aware of the application period for grants, and therefore missing the deadline.