

**GREAT TORRINGTON TOWN COUNCIL**

**GRANT MAKING POLICY**

**July 2020**

**Contents**

|  |  |
| --- | --- |
| 1. | Introduction |
| 2. | Scope |
| 3. | Application processfor both Great Torrington Town Council Precept Grants and Commons Allotment Charity Grants: The Main Grant Scheme |
| 4. | Application timescale: The Main Grant Scheme |
| 5. | Conditions upon which grants are awarded |
| 6. | Adhoc Grant Requests |

1. **INTRODUCTION**

Each year Great Torrington Town Council budgets for a sum of money in the form of a grant to be given to local voluntary, charitable or non-profit-making organisations, where the group’s activities will contribute to, and be of benefit to, the life or community of the Town and benefit the people of Great Torrington.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

In addition, Members may consider adhoc grant requests through the year from local groups, which fit with the below criteria.

A total figure for available grant aid will be agreed by the Council as part of the budget process each year.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the application process outlined in this document.

1. **SCOPE**
   1. **Type of organisation:**

Any organisation based in Great Torrington and/or providing direct benefit to residents of the Great Torrington parish can apply to the Town Council for a grant. Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit Great Torrington Residents. The Council is unable to give financial assistance to individuals or charities operating overseas.

**2.2** **Type of financial assistance:**

The Council would normally provide grants towards specific projects or purchases of equipment; however, it will also consider revenue costs if it can be demonstrated that a lack of funds detrimentally affects the organisation and is likely to have an adverse effect on the Town and/or its residents.

Grants are allocated according to funds available to the Council at the time of consideration and are not guaranteed to be awarded in part or in total each year. Applicants are therefore advised not to rely on grants as a definite part of their budget for future years unless a specifically agreed arrangement has been made with the Council.

**2.3 Type of Grant**

This document applies to applications for both Great Torrington Town Council Precept Grants and Commons Allotment Charity Grants and also adhoc grant requests throughout the year from the Council’s General Fund/Budget.

1. **APPLICATION PROCESS FOR BOTH GREAT TORRINGTON TOWN COUNCIL PRECEPT GRANTS AND COMMONS ALLOTMENT CHARITY GRANTS: THE MAIN GRANT SCHEME**

Applicants must complete a Grant Application Form which will be made available on the Great Torrington Town Council website, or as a hard copy of the form which can be obtained from the Town Council offices.

* 1. Applicants must provide a copy of their organisation’s most recent audited accounts along with their application form. Applications submitted without accounts will be returned.
  2. Applicants must complete all questions asked within the application form.
  3. Applicants may provide any additional information they consider will support their application.

1. **APPLICATION TIMESCALE: THE MAIN GRANT SCHEME**
   1. Applications can be submitted between the beginning of August and mid-September each year. Dates of opening and closing of applications will be confirmed each year.
   2. Applications will be considered by the Council between October and early December. (Policy and Finance Committee will consider the grant applications in the first instance and make recommendations to Council).
   3. Applicants will be advised the outcome of their application by the end of December.
   4. Grants will be paid to successful applicants in two instalments (50% paid in each instalment) in June and October of the following financial year.
2. **CONDITIONS UPON WHICH GRANTS ARE AWARDED: THE MAIN GRANT SCHEME**
   1. A grant should be spent for the purpose and the project/activity for which it was awarded and the Council asks for due recognition and advertisement for any grant aid awarded.
   2. Grants will not be made for money already spent.
   3. Organisations given grants of £2000 or more are required to provide the Council with a written report to demonstrate how the funds were spent. This report should be submitted by the end of the financial year (i.e. 31st March) of the year in which the grant has been paid.
   4. If an organisation dissolves, the Council would expect the organisation to reimburse the grant awarded.
   5. Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.
   6. The awarding of a grant in one year does not set a precedent for any subsequent applications.
   7. Any grant funds spent on matters which were not the subject of the initial application and has not been subsequently agreed by the Town Council will be required to be repaid.
3. **ADHOC GRANT REQUESTS**
   1. In cases of exceptional circumstances, the Town Council will consider adhoc applications for grants at other times of the year at the discretion of the Council. The Council will budget a sum of funding for this purpose each year.
   2. On the occasion of an adhoc grant request, Members may consider the request without the need for an application to be completed. Members reserve the right however to request information they reasonably consider appropriate to enable an informed decision to be made.
   3. Decisions will be made either by Policy and Finance Committee and/or Council.