



## Tavistock Town Council

### Grants Policy and Application Form

Tavistock Town Council has the power to give financial help to local organisations to assist them to achieve their aims and purposes. The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organisations based in Tavistock or national bodies with an independent branch in Tavistock.

- The Council has to agree its budget by the end of the year preceding the financial year being budgeted for. The annual deadline for the receipt of grant applications is therefore **1<sup>st</sup> November**. Grants to successful applicants will be made in the following financial year.
- Tavistock Town Council may retain an emergency fund for applications received after the deadline of 1<sup>st</sup> November, with those organisations applying for assistance at that time being required to indicate why this is so.
- The application must be from a properly formed Group, Club, Committee or Charity.
- Proof that the organisation is properly formed is normally required. For example evidence of a bank account, a Constitution, Minutes of Meetings, Audited Accounts or a charity number would be appropriate evidence.
- Grants to religious organisations can only be made where the funded purpose is open to those of all denominations and cannot be for any works to buildings as this is precluded by Law.
- All successful applicants are advised that they cannot rely upon grants being made in consecutive or subsequent years, or for a previously successful project.
- A copy of independently Audited and signed Accounts for the relevant financial year will normally be requested when grants are considered.
- An overview of the application will be placed on the public Agenda for the November Meeting of the Budget & Policy Committee. No personal data will be disclosed.
- The Council retains the right to determine the amount granted or to refuse to make a grant.
- In general, Tavistock Town Council does not make grants to individuals. However, it would be prepared to consider any such application in appropriate circumstances.
- All successful applicants will be required to submit a Grant Return, providing evidence of proof of spend incurred. If an underspend of allocated funds occurs, then Tavistock Town Council may require repayment of the underspent amount of the grant received.
- The issuing of grant funds will take place at a Grants Presentation Evening to which representatives from successful organisations will be invited to attend.