



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.

In general, Tavistock Town Council does not make grants to individuals. However, it would be prepared to consider any such application in appropriate circumstances.

- 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 **18th November**. Grants to successful applicants will be made in the following financial year.
- Ninety percent of the grants budget will be allocated to applications received by this deadline. Ten percent will be retained for 'emergency' applications. Organisations applying for assistance after the 18th November deadline will be 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.
- A copy of Audited Accounts for the relevant financial year will normally be requested when grants are considered.
- The application form, accounts and other information will be placed on the public agenda for the December meeting. No personal data will be disclosed.
- The Council retains the right to determine the amount granted or to refuse to make a grant.