



<b>Policy Title</b>	<b>Grant Awarding Policy</b>
<b>Policy No.</b>	<b>020</b>
<b>Policy Aim</b>	This Policy details the procedure for local clubs and organisations receiving small grants from the Town Council.
<b>Approval Date</b>	July 2025
<b>Review Date</b>	Four Yearly
<b>Responsible Officer</b>	Town Clerk
<b>Approving Body</b>	Full Council
<b>Minute Reference</b>	C25/060

#### Version History

Date	Version	Author / Editor	Comments

#### Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
May 2025	Routine	Formatted for consistency	Deputy Clerk

## **1. What sort of grants does the Council offer?**

- 1.1. Cullompton Town Council has a small budget each year to provide financial support for groups, projects and events based in the Parish. The Town Council will look at each application on its merits but will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise your own funds.
- 1.2. The Town Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Town Council will expect its contribution to be acknowledged in any publicity about the project. Town Councillors may wish to visit the project/scheme, and the Town Council will require written feedback on how the grant was spent and how it benefited the community within six months. Failure to comply may result in future applications being rejected. Grants are not usually awarded for money making or sales ventures, but this may be relaxed in exceptional circumstances.
- 1.3. The Council will also consider making grants towards the cost of community events. As these grants will be considered by the Full Council or relevant Committee and paid from a different budget line then the Council will accept applications for a grant towards the cost of staging a community event at any time. Applications will be considered by the Full Council or relevant Committee .
- 1.4. The Town Council may decline grant applications from groups or organisations that have made a successful grant application in the previous year, or on a regular basis.

## **2. Who can apply?**

- 2.1. Any organisation based in Cullompton and/or providing direct benefit to residents of Cullompton Parish can apply to the Town Council for a grant.
- 2.2. Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit Cullompton residents.
- 2.3. The law does not allow the Town Council to give grants to individuals.

## **3. How is an application made?**

- 3.1. There will be two grant rounds in each financial year, the timing of which will be determined by the Town Clerk, but there will be an advertising period of at least 2 months for each tranche.
- 3.2. Application forms are available from the Town Council office and the Town Council's website.
- 3.3. Read these Notes and the application form carefully to ensure that all the information is provided.
- 3.4. If you are in any doubt, contact the Town Council office and ask for help or guidance.
- 3.5. Complete the form and return to the Town Council office, at the address above, **together with a financial statement** for your organisation (preferably the most recent audited or certified accounts).

#### **4. What happens next?**

- 4.1. All grants are considered on their merits by the Full Council or relevant Committee. If you wish, you may attend the meeting to listen, but not take part, in the discussion. However public questions are permitted at the beginning of all town council meetings.
- 4.2. Your application will be acknowledged, and we will tell you the date of the Town Council or relevant Committee meeting at which it will be considered. We will contact you as soon after the meeting as possible, to let you know what has been decided. Successful applicants will then either be paid straight away or proof of expenditure may be requested before paying the grant.
- 4.3. If a group or organisation decides that they would like to use the grant for any purpose other than that specified on the application form, then it must first obtain the consent of the Town Council.