



## DARTMOUTH TOWN COUNCIL

### Grant Awarding Policy

Approved at Finance Committee Meeting – 25/07/2019  
Ratified at Full Council Meeting – 7/09/2019

#### 1. INTRODUCTION

- 1.1 Dartmouth Town Council ('the Council') is committed to encouraging, supporting and promoting charitable, voluntary and community organisations within Dartmouth for the benefit of the town, and makes an annual budget provision for grants for this purpose. This Policy ensures that the awarding of grants is open and transparent.
- 1.2 Applications are invited for two separate grant schemes: Minor (up to £250) and Major (£250-£5000).
- 1.3 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.

#### 2. CONTACT DETAILS FOR SUBMISSION

Completed application forms and supplementary documentation should be sent to the Finance Officer at: Dartmouth Town Council, The Guildhall, Victoria Road, Dartmouth, TQ6 9RY.  
In case of query, email: [finance@dartmouthtowncouncil.gov.uk](mailto:finance@dartmouthtowncouncil.gov.uk) or telephone: 01803 832281

#### 3. ELIGIBILITY

- 3.1 Schemes are open to charitable, voluntary and community organisations based in Dartmouth. In exceptional circumstances, consideration may be given to similar organisations immediately outside Dartmouth if there is a strong connection to the town.
- 3.2 The Council seeks to provide grants to deliver one or more of the following outcomes:
  - Provides a new (or improves an existing) asset or service to benefit a significant percentage of Dartmouth's community;
  - Enables people of Dartmouth to take opportunities that would otherwise be unavailable to them, particularly for those aged under 18 and/or over 65 years of age;
  - Enhances the profile and reputation of Dartmouth.
- 3.3 Applicants must have a bank account in their organisation's name.

#### 4. RESTRICTIONS

- 4.1 Only one application per organisation in any one financial year.
- 4.2 Grants will only be awarded to an organisation, not to an individual.
- 4.3 Applications will not be considered for:
  - Costs which should be met by statutory provision/public funds

Adopted by Dartmouth Town Council on 2<sup>nd</sup> Sept 2019.

Review due Sept 2021.

- Repeat or renewal of grants
- Political groups or activities promoting political beliefs
- Religious groups (unless for non-religious activities)
- Hospitality
- Salaries and office costs
- Core school expenditure
- Retrospective funding

## **5. APPLYING FOR A MINOR GRANT (UP TO £250 PER APPLICATION)**

- 5.1. Applications may be submitted at any time during the financial year-
- 5.2. Application forms and supporting documentation should be submitted by post or email (see section 2).
- 5.3. Applications will not be considered until all required information has been provided. This may include:
  - Invoices, receipts and/or quotes.
  - A full set of accounts for the last financial year, showing income, expenditure and balances; these should be audited, if possible. For new or small organisations without a set of annual accounts, copies of the previous 6 months bank statements must be enclosed.
  - The Council may ask for extra information to support your application.
  - Charity applicants must state their charity number on the application form.
  - A copy of the organisation's rules & regulations and/or constitution.

## **6. APPLYING FOR A MAJOR GRANT (FROM £250-£5000 PER APPLICATION)**

- 6.1 Applications for this scheme are considered annually by the Finance Committee as part of the budget-setting process for the Council. Applications should be made by 31<sup>st</sup> December for consideration by the Finance Committee in Q1, with a view to receiving an award in the new financial year (after April).
- 6.2 Once all funds have been allocated, no further grants can be awarded until the next financial year.
- 6.3 Application forms and supporting documentation should be submitted by post or email (see section 2).
- 6.4 Applications will not be considered until all required information has been provided. This may include:
  - Invoices, receipts and/or quotes.
  - A full set of accounts for the last 2 financial years, showing income, expenditure and balances; these should be audited, if possible.
  - Three months' bank statements
  - The Council may ask for extra information to support your application.
  - Charity applicants must state their charity number on the application form.
  - A copy of the organisation's rules & regulations and/or constitution.
  - Where expenditure on a single item would exceed £250 the applicant should demonstrate that best value has been sought; this would normally be by the submission of quotations.

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- 6.5 Applicants are encouraged to attend the committee meeting where their grant will be considered to answer any questions which may arise.

## **7. ALL APPLICATIONS INDICATE AGREEMENT TO THESE TERMS AND CONDITIONS**

- 7.1 The grant applied for may not be awarded in full.
- 7.2 The grant must be spent in accordance with the original application.
- 7.3 The Council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.
- 7.4 The Council can insist on the repayment of a grant in full if these terms and conditions are breached, and any charity involved may be referred to the Charity Commission.
- 7.5 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 7.6 Any publicity to be agreed jointly in advance. Recipients should acknowledge the Council's financial support in press releases and publicity.
- 7.7 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 7.8 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 7.9 Successful applicants must sign an agreement to these Terms & Conditions prior to receiving the grant.
- 7.10 Recipients must complete and submit a grant evaluation form to the Council within twelve months of receipt of the grant. Copies of all receipts shall be attached to the completed grant evaluation.
- 7.11 If an application is deferred, further information may be requested. There is no need to re-apply.
- 7.12 The Council will handle your data according to our [Privacy Notice](#). The personal information provided when applying for a grant will be treated in accordance with the principles used by the Council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.

## **8. WHAT HAPPENS AFTER AN APPLICATION HAS BEEN SUBMITTED?**

- 8.1 Applications that meet the grant award criteria will be considered by the Council's Finance Committee which, if approved, will be ratified at the subsequent Full Council meeting.
- 8.2 The office will contact you by phone, email or letter to confirm the outcome.
- 8.3 If funding is granted, you will need to agree to the terms and conditions above, plus any specific terms of the funding, and supply details for payment, preferably by bank transfer. We may make direct payment to third parties supplying the goods/services in some circumstances.
- 8.4 Payments shall be made to the organisation within four weeks of receipt of the agreement.