



**Kingsteignton Town Council**

**Grants Scheme**

**Application form**

**2023**

This application form is provided for completion in conjunction with our Grant Awarding Policy and Procedure (copy attached)

**Closing Date: Friday 17 February 2023**

NB: Organisations need to have a Bank Account in their name to receive this grant.

January 2023

## Framework for decision making on Grant Applications

<b>Larger Grants</b>		
<b>Category A</b>	Exceptional Cases which have widespread Welfare, Economic, Environmental and/or Social/Cultural benefits for a wide spectrum of residents of Kingsteignton.	Normally £1000 to £2000
<b>Category B</b>	Grant applications which have Welfare and/or Economic benefits for a defined group of residents of Kingsteignton rather than the wider community.	Normally £501 to £999
<b>Category C</b>	Grant applications for Social and/or Cultural activities which have benefits for a defined group of Kingsteignton residents rather than the wider community.	Normally £351 to £500
<b>Smaller Grants</b>		
<b>Category D</b>	Grants for any purpose other than those in Category E	£0 to £350
<b>Ineligible Grants</b>		
<b>Category E</b>	Grants for Individuals.  Applications which indicate a poor ratio of costs to outputs.	No Award

## Guidance Notes for Grant Applications

***Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing your organisation's income, expenditure, and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months, or a budget forecast must be enclosed.***

1 – The council wants to be helpful and to encourage strong applications. If you have any questions about this process, please ask for help.

**2 – Projects must benefit residents living predominantly within the town boundary.**

3 – Grants will normally be made within the published framework detailed opposite.

4 – Projects which have already started will not be funded, but the Council may wish to support a discreet project within a larger initiative (for example, equipping a club room within a building).

5 – Projects that are designed to promote a particular faith or political persuasion will not be funded. However, the council may fund projects organised by such groups if the outcomes have a community benefit (for example, supporting community music events that are to take place in a church and which are not intended to promote that faith).

6 - The council will expect the project to be completed within 12 months of the grant award. **Applicants must then provide a written summary of the project stating what has been achieved and how much money has been spent.**

7 – Grant awards are made for the purposes listed on the application form. These cannot be changed without the express permission of the council. **Any grant which is not used for the purpose applied for must be repaid.**

8 – Applications for Larger Grants can only be made by organisations that have a constitution or sufficient infrastructure. Organisations that cannot meet that condition may apply under the Smaller Grants process.

9 - All applicants must have a bank account in the name of their organisation.

10 – The council spends taxpayers' money and must do so transparently. Attention is drawn to the declaration to be signed as part of the application, and how information provided may be published.

11 – The decision of the council on any application is final. If you think your application has not been considered fairly you can complain using the council's official complaints process.

Details are available from the Town Clerk.

## Some Questions to Ask Yourself

WHO is going to benefit?

WHY is the project needed?

WHAT do we expect our project is going to achieve?

WHERE will it take place?

HOW will we do it, and HOW will we know it has been a success?

WHAT is the total cost?

WHAT else will be contributed to the project? (From other funding or in kind)

WHO else will help pay for the project?

WHEN will it start and finish?



Purpose of grant and how will it benefit the residents of Kingsteignton?

Amount of Grant requested?

Total Project Cost:

How is the remainder to be raised?

Please provide an itemised list of costs of the Project:  
*Describe each item and how much it will cost (e.g., Printing £200)*

Estimated Project start date:

Estimate Project end date:

**Category D Applications – Please submit a copy of your accounts if available, or bank statements covering the previous 6 months or a budget forecast. Please now go to the Declaration**

Please provide the following information from your latest accounts:

Date of Accounts:

Total Income:

Total Expenditure:

Grant to be made payable to: .....

Bank Account Name: .....

Account number: .....

Sort Code: .....

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**Second Contact for this Application**

*(Someone in the organisation we can contact to confirm any information given, if necessary)*

Name:

.....

Position Held in the Group:

.....

Contact Address (including Postcode):

.....

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Telephone:

.....

E-mail:

.....

**Declaration:**

I confirm to the best of my knowledge and belief that the information in this application is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official Council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.

**Signed****Date:**

Please send the completed application form together with any additional information requested, to arrive **no later than Friday 17 February 2023** to:

The Town Clerk, **Kingsteignton Town Council**,

Council Offices, The Community Hall, Rydon Road, Kingsteignton, TQ12 3LP

**OR**

Email: [clerk@kingsteignton.gov.uk](mailto:clerk@kingsteignton.gov.uk)

**Remember to keep a copy for your records.**

On receipt of your application, you will receive an acknowledgement which will include information about when the application will be considered at a meeting of Councillors. You may if you wish, attend the meeting, and speak in support of your grant application.

The Town Council reserve the right to ask for additional information if it is deemed appropriate.

If you have any questions or queries regarding the completion of the form, please contact the Town Clerk or any member of office staff at the Town Council.

**Tel: 01626 364089**

A copy of this form is available for download from our website.

[www.kingsteignton.gov.uk](http://www.kingsteignton.gov.uk)

## **Kingsteignton Town Council**

### **Grant Awarding Policy and Procedure**

#### **Introduction to Policy**

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Town, or residents of the Town, and which is not directly controlled or administered by the Town Council. The law requires that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering applications for other grants.

#### **Policy**

The Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- Providing a service,
- Enhancing the quality of life,
- Improving the environment and promoting the Parish of Kingsteignton in a positive way.

#### **The Town Council will NOT award grants to:**

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- “Upward funders” i.e., local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council’s discretion.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the council.

Grants will not be made retrospectively.

## Grant Categories

### Larger Grants

<b>Category A</b>	Exceptional Cases which have widespread Welfare, Economic, Environmental and/or Social/Cultural benefits for a wide spectrum of residents of Kingsteignton.	Normally £1000 to £2000
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### Smaller Grants

<b>Category D</b>	Grants for any purpose other than those in Category E	£0 to £350
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### Ineligible Grants

<b>Category E</b>	Grants for Individuals or Applications which indicate a poor ratio of costs to outputs.	No Award
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## Our Vision and Aims

We see Kingsteignton Town Council as a modern organisation which seeks to be open to all, transparent and responsive. We strive to work with and for people to help create a place where everyone feels part of a strong, prosperous, and vibrant community. We want Kingsteignton to be a safe, clean, and green environment where everyone is proud to live and bring up their families.

## Application Procedure

Organisations requesting grants are required to submit their completed application and supporting documentation by 26 February 2021 at the latest.

- A completed application form,
- Copies of their last year end accounts (for Category A, B and C Grants). For organisations that do not prepare annual accounts copies of bank statements covering the previous six months or a budget forecast must be enclosed.
- A copy of their Constitution (for Category A, B & C Grants)
- The number, or percentage, of members that belong to the organisation and that live within the Kingsteignton Area,
- Details of any restrictions placed on who can use/access their services,

- Confirmation (on the application form) that it agrees with the Town Council's Equal Opportunities Policy, or give details of their own policy,

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. **Grants can only be paid into an account in the name of the Organisation/Group.**

All grants awarded will be subject to regular 'report back' to Kingsteignton Town Council as to progress and/or community benefit.

### **Assessment Procedure**

At the Town Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. This amount will principally be for grant requests that have already been received by the Town Council in accordance with the application procedure, and which it envisages may be granted.

Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by the Town Council at the appropriate meeting.

Grants are considered at the Finance meeting held on the second Wednesday of March via Zoom

Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will consider the amount and frequency of any previous awards, and the geographical spread within the Town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Town Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137 (if applicable). The Town Council's decision is final.

### **Successful Applications**

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Town Council. The Town Council may also request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Kingsteignton Town Parish Council. Where appropriate, the Town Council may require a notice to be affixed.

Where equipment is gifted to an organisation, the Town Council requires that it be insured and maintained at the expense of the user.

Successful applicants are required to complete a grants feedback questionnaire, provided when the grant is received, no later than twelve months after the award.

**Process:**

1. The grants budget is set annually as part of the general budget setting process.
2. Subject to funds being available, applications may be made throughout the year.
3. The Finance Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website)
4. Applicants may attend the Finance meeting.
5. The scheme and any relevant deadlines will be publicised through the Town Council's website
6. Applicants must complete the application form (available from the Council Office or on the Town Council website)
7. Organisations will be required to provide a copy of their previous year's accounts or, bank statements for the previous six months, or a budget forecast for new initiatives.
8. All applicants will be advised at the beginning of April, following the April Full Council meeting of the committee's decision.
9. The Town Council decision is final.
10. Successful applicants will receive their grant cheques at the Annual meeting held in April, date to be confirmed.
11. Successful applicants will be required to complete a grants feedback questionnaire, included with your grant cheque, no later than twelve months after the award.



- 4 **Will there be any longer-term benefits of the project/event/initiative? If so, please explain those here.**
  
- 5 **How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and if possible, include an example.
  
- 6 **Please use this space to provide feedback about experience of applying for a grant from Kingsteignton Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again)

*Thank you for completing your questionnaire.*

**Kingsteignton Town Council  
Finance Committee**