



**KINGSTEIGNTON
TOWN COUNCIL**

Grants Scheme Application form 2025

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

Closing Date: Thursday 20th March 2025

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

February 2025

Framework for decision making on Grant Applications

Larger Grants		
Category A	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
Category 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
Category C	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
Smaller Grants		
Category D	Grants for any purpose other than those in Category E	£0 to £350
Ineligible Grants		
Category E	Applications which do not meet the conditions of funding detailed in the policy above. 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?



Grant Application Form

***** Please Note*****

Applicants must have a named bank account for their organisation to receive a grant. This application cannot be supported unless it is accompanied by a copy of annual accounts showing your organisation's income, expenditure and balance. If your organisation does not prepare accounts, a copy of bank statements covering the previous six months, or a budget forecast must be enclosed.

APPLICANT ORGANISATION DETAILS

Name:		
Registered Charity:	YES / NO	
If YES, please provide charity number:		
What does your organisation do? <i>Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate. Number and demographic of members, area served, activities, etc.</i>		

CONTACT DETAILS

Primary contact name:		
Position in organisation:		
Contact address:		
Contact telephone:		
Contact email:		

DETAILS OF GRANT REQUEST

How much are you applying for from KTC?	£	For office use: CATEGORY A / B / C / D / E
What is the total cost of the project?	£ (Please supply/attach quotes/estimate details)	

What other fundraising will your organisation carry out?	
Have you applied for funds from other sources? <i>If YES, please give details</i>	
PROJECT/EVENT DETAILS	
What is the purpose of the grant? Its intended use?	
Please explain how this will benefit the residents of Kingsteignton?	
Event date or project start & end dates?	
ACCOUNTING & PAYMENT DETAILS	
Please provide the following information from your latest accounts:	
Date of Accounts:	
Total Income:	
Total Expenditure:	
Bank Details:	Bank: Account name: Eight-digit Account Number: _ _ _ _ _ Six-digit Sort Code: _ _ / _ _ / _ _

Please provide a secondary contact who can confirm the information provided:

Secondary contact name:	
Position in organisation:	
Contact address:	
Contact telephone:	
Contact email:	

CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that further information may be requested at any stage of the application process. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Kingsteignton Town Council.

By completing this form, the signatories hereto agree to this information being retained in accordance with the General Data Protection Regulations Act and for information about the event/project to be printed in Council publications and forwarded to other agencies as necessary to facilitate this grant application, but for no other purposes.

Signed:	Date:
PRINT NAME:	

If your application is successful, Kingsteignton Town Council may wish to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event/project is cancelled. Acceptance of any funds will be deemed to be agreement of the conditions set out in Kingsteignton Town Council Grant Policy.

Please send the completed application form and relevant additional information, to arrive no later than 20th March 2025, to:

The Responsible Financial Officer
Kingsteignton Town Council
The Community Hall
Rydon Road
Kingsteignton
TQ12 3LP

Or by email to finance@kingsteignton.gov.uk

Remember to keep a copy of your application, you will receive an acknowledgement which will include information about when the application will be considered at a meeting of the Town Council. You may, if you wish, attend this meeting and speak in support of your grant application. Further guidance can be read in the policy above or contact the Responsible Financial Officer if you have queries, 01626 364089.

Grant Policy

Introduction

Local councils are empowered under section 137 of the Local Government Act 1972. The Council has the power to incur restricted expenditure which, in the council's opinion, is considered to be in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.

There is a further power to make grants to voluntary organisations providing recreational facilities under section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

A council that is eligible and has resolved to adopt the General Power of Competence (Localism Act 2011, s. 1 to 8) can no longer use s137 as a power for taking action for the benefit of the area or its community. Instead, the GPC can be applied; subject to certain restrictions but offering more flexibility.

At a full council meeting, held to agree a budget for the forthcoming financial year, the council will agree the amount allocated for grants to be awarded in the year ahead. The amount may vary each year, depending on the overall council budget.

For financial year **2025-26, £52,000** has been allocated within the budget and precept to be paid under a specific power or under S137 where no power exists.

The Aims of the Council's Grant Making Policy

A grant may only be awarded to voluntary bodies, charities and not-for-profit organisations which are set up and run by a voluntary, unpaid management committee. The payment made by the Council shall be used by an organisation for a specific purpose that will benefit the parish, or residents of the parish, and which is not directly controlled or administered by the Council. 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. The Council awards grants, at its discretion, to parish organisations which can demonstrate a clear need for financial support:-

- To enable local people to participate in voluntary groups and activities.
- To help the parishes' voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the residents, via the voluntary sector.
- To enhance quality of life and ensure there is equality of access and opportunity for all parishioners to the services provided.
- To improve or enhance recreation and / or sports.
- To improve or enhance the environment / sustainability.
- To promoting the parish of Kingsteignton in a positive way.

Grant Application Process

The Clerk and RFO to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

Applicants will be required to complete an application form, available from the Town Council Office or the website www.kingsteignton.gov.uk/grant-awards/

Applications will be considered for joint projects, where two or more organisations are working together in order to fulfil the aims of the Council's grant making policy.

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

All sections of the application form should be fully answered and additional appropriate information, which supports an application, should be provided. In addition to the application form organisations may be required to provide some of the following supporting information:

- For grants under Category A, B or C a copy of the organisations written constitution or details of their aims and purpose must be provided. Organisations that cannot meet this condition must only apply under Category D, Smaller Grants.
- Full details of the project or activity
- Demonstration that the grant will be of benefit to the local community within the Town.
- The proportion or number of beneficiaries living in the electoral area
- Demonstration of a clear need for the funding
- A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. Showing organisation income, expenditure and balances.
- A copy of the organisation's latest bank statement.

Where additional information is required in order to consider the grant application, applicants will be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.

The Full Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.

Funds available are limited to ensure the council keep within the budget which has been set. The clerk/RFO can give guidance to applicants as to how much money is likely to be available/remaining in a specific financial year.

Conditions of Funding

- The applicant must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- Grants will not be made to projects that discriminate on any grounds.
- Under s 137 grants cannot be made to individuals.
- An organisation should have a bank account in its own name with two delegated representatives required to sign each cheque/authorise payments.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure must be supplied to the Council on request.
- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Each application will be assessed on its own merits.

Kingsteignton Town Council will NOT fund the following:

- Organisations that do not provide a service to the community in Kingsteignton.
- General appeals.
- Commercial organisations
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment, or treatment.
- Animal welfare.
- Retrospective applications for costs that have already been incurred prior to the application being considered e.g., Equipment already purchased.
- Grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Organisations that have a closed or restricted membership.
- 'Upward funders' i.e. local groups where funds obtained through application or fund-raising is sent to a central HQ for redistribution.

This list is not exclusive and may be added to at the Town Councils discretion.

The Council may make the award of any grant subject to any additional conditions and requirements as it considers appropriate. These may be set out in the award confirmation letter. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council. The decision of the Council on any application is final. If any organisation feels its application has not been considered fairly, a complaint may be lodged using the council's official complaints process. Details are available from the Town Clerk.

Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty of power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, s 137 or GPC; whichever is relevant.

Payments

Grants can be paid by cheque, made out to the named organisation, or BACS, to a dedicated account for the organisation.

Monitoring and reporting requirements

The council will expect the project to be completed within 12 months of the grant award. As a condition of receiving a grant from Kingsteignton Town Council you are required to provide an evaluation in the form of a written summary of the project stating what has been achieved and how much money has been spent.

Groups are expected to provide the Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Town. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year, whichever is sooner, so that it can be reported at the Annual Town Meeting.