



## **BOVEY TRACEY TOWN COUNCIL**

### **GRANT AWARDING POLICY**

#### **Bovey Tracey Town Council Small Grants Award Policy**

Bovey Tracey Town Council provides small grants of money to local community groups and charities that provide benefits to residents in the wards of Bovey & Heathfield (e.g. the Parish). A budget for small grants is set annually at the beginning of the financial year.

Priority is given to parish based organisations but the Town Council will consider grants to organisations not based in the Parish where they can show that they are directly working with, or on behalf of, Bovey & Heathfield residents.

Grant applications will **not** be considered where the applicant is:-

- not providing a service to the community in Bovey Parish.
- supporting a national or international appeal.
- requesting an award retrospectively.
- an individual (organisations may seek grants for individuals).
- a single 'for profit' business.
- a political group or promoting political beliefs.
- discriminating on the grounds of age, colour, disability, marital status, race, gender, nationality or religion.
- applying for animal welfare.

Grant applications will be considered where:-

- i) The applicant can demonstrate that a grant will be of benefit to the community of Bovey Parish  
and
- ii) The applicant is a not-for-profit organisation.

### **Applying for a grant**

- Applicants can receive only one grant in any one financial year.
- Applications must be made on the form supplied.
- Applications are to be addressed to Town Clerk and either emailed, posted or handed in at the Town Council Office.
- All grant applications must be accompanied by the latest set of annual accounts, failing this, a current statement of the organisation's funds and balances
- Applications for grants that do not comply with these guidelines will not be considered by the Committee.
- Applications will be considered by the Finance & General Purposes Committee at their regular (bi-monthly) Committee Meetings
- Applications must be submitted, at the latest, by the close of business on the Monday of the week preceding the week of the Finance & General Purposes Committee meeting.
- The applicant may attend the Committee meeting and speak in support of their application if they wish to do so.
- Grants may be made for less than the amount granted.
- The Committee's decision will be final

### **After award of a grant**

- The grant must be used only for the purpose for which the application was made.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all press releases etc.
- Feedback is given to the Council on the use of the monies awarded.
- The money must be used within two years of award.
- Any unspent monies after this time must be returned.

### **More information or advice**

If help is needed filling in the form or further information required, please contact:-

The Town Clerk  
Bovey Tracey Town Council  
Town Hall  
Town Hall Place  
Bovey Tracey  
TQ13 9EG

or email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)



**BOVEY TRACEY TOWN COUNCIL**  
**GRANT APPLICATION FORM**

**1. About your Organisation**

Name of organisation	
Address	
Telephone number	
Registered Charity number (if applicable)	
Number of Members in organisation	
Has your organisation been in receipt of financial assistance from Bovey Tracey Town Council in the current financial year?	

**2. Contact Point for this Application**

Contact name	
Position within organisation	
Address for correspondence (if different from above)	

Email address	
Telephone number	

**3. Costs** – please provide a breakdown of the costs of the project

Item	Cost (£)	VAT (£)	Total
<b>Total costs:</b>			
<b>Amount requested from Bovey Tracey Town Council to support project</b>			

**4. Extra Funding** – please tell us about any other funding that you might receive for this project. Have you applied for funding in respect of this project to any other organisation? Please give details of to whom and for how much.

Organisation	Amount applied for	Outcome of application (or date when outcome will be known)

**5. Grant Proposal**

**Description of activity-** *please provide a brief description of the activities to be funded by the proposed grant. Note: Please highlight both tangible and intangible outcomes from your proposal in order to properly understand and assess your project.*

<b>Details of activity-</b> <i>Please provide additional details in support of your application, including why the grant is needed</i>	
<b>Please state if Planning Permission is needed? If yes has approval been obtained?</b>	
<b>Details of any voluntary work to be provided</b>	
<b>Please provide a general description of the people in Bovey or Heathfield who will benefit from this activity</b>	
<b>Approximately how many local residents will benefit?</b>	

**6. Supporting Information** – a range of supporting information helps us to assess your application in detail. Please therefore enclose a copy of the following:

	<b>Item enclosed? (please delete as appropriate )</b>
<b>Latest available annual report</b>	X
<b>Latest available statement of accounts</b>	X
<b>A copy of your organisations constitution</b>	X
<b>A copy of your organisations aims and objectives</b>	X

**If one or more of the above is omitted, please explain why**

***Please note that that this application and all supporting information will be available for inspection by councillors and members of the public. Applications without this information are unlikely to be considered.***

**7. Declaration**

'I believe that the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that the grant money has been spent only in accordance with the activities outlined within this application by submitting a report to the Council. The Council requires a condition of approval that the support of the Council is acknowledged in all press releases etc.

In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

**Signed:**

**Date:**

**Name (please print):**

**Position in organisation:**

**FOR OFFICE USE**

Date received:

**Completed forms to be returned to:-**

The Town Clerk  
Bovey Tracey Town Council  
Town Hall Town  
Town Hall Place  
Bovey Tracey, TQ13 9EG  
Email: [info@boveytracey.gov.uk](mailto:info@boveytracey.gov.uk)