



Grants Policy

New Policy required for compliance with the Local Council Award Scheme criteria

Date of adoption	Full Council 3 rd June 2026, Minute number 26/07()
Reviewed	
Next Review Date	Annually or following any changes in legislation
Review By	Finance & Audit Committee

Grants Policy

1. Purpose

This policy sets out how Newton Abbot Town Council allocates grant funding to support local organisations and projects that benefit the residents of Newton Abbot. It ensures that public funds are distributed fairly, transparently, and in line with Council priorities.

2. Objectives

The Council's grants programme aims to:

- Support projects that deliver clear community benefit within Newton Abbot parish
- Encourage community participation and wellbeing
- Strengthen local organisations and partnerships
- Promote sustainable and impactful initiatives

3. Types of Grants

3A. Budget Allocation

The Council will set an annual grants budget as part of its budget-setting process. This allocation will be approved by Full Council and administered by the Finance & Audit Committee.

Grant application will be considered once a year at the Autumn Finance & Audit Committee meeting.

Unallocated funds may be carried forward or reallocated in accordance with the Council's Financial Regulations.

3.1 Smaller Grants

- Available for applications up to £1,000
- Open to a wide range of community groups and organisations

3.2 Larger Grants

- Available for applications over £1,000
- Applicants must have a formal constitution and organisational bank account

4. Eligibility Criteria

To be eligible for funding, applicants must:

- Demonstrate that the project directly benefits residents of Newton Abbot
- Provide clear details of project costs, funding requested, and other funding sources
- Show how the project will be delivered and evaluated
- Meet all relevant legal and safeguarding requirements

It is not essential for applicants to be registered charities.

5. Exclusions

The Council will not normally fund:

- Projects that benefit only a small number of residents
- Individuals
- Projects with a poor cost-to-benefit ratio
- Salaries or ongoing staffing costs
- More than one application per organisation per year
- Projects primarily benefiting commercial organisations
- Requests for ongoing or annual funding commitments
- Projects promoting a specific political or religious viewpoint (unless there is clear wider community benefit)

6. Application Requirements

Applications must include:

- Details of the organisation and its activities
- Project description and intended outcomes
- Full financial breakdown (including match funding where applicable)
- Project timescales
- Sustainability plan
- Evidence of governance (constitution and accounts for larger grants)
- Safeguarding policies where relevant

Applicants must confirm that they meet all legal requirements, including insurance and safeguarding responsibilities.

7. Assessment Process

- Applications are considered by the Finance & Audit Committee in accordance with the Council's Standing Orders and Financial Regulations
- Applications are typically assessed annually, with a published deadline
- Applicants may be invited to attend and speak at the Committee meeting
- The Council may request additional information during the assessment process
- Decisions made by the Council are final

7.1 Criteria

Applications will be assessed to ensure consistency and transparency. Criteria may include:

- Community benefit and number of residents impacted
- Alignment with Council priorities
- Value for money and cost effectiveness
- Sustainability of the project beyond the grant period
- Evidence of need
- Level of match funding or additional resources

8. Award Conditions

Successful applicants must:

- Use the grant only for the purposes stated in the application
- Obtain prior approval for any changes to the project
- Complete the project within 12 months of the award (unless otherwise agreed)
- Acknowledge the Council's support in publicity and provide press materials
- Submit a feedback report at completion or no later than 12 months outlining outcomes and expenditure

8.1 Risk and Fraud Controls

To safeguard public funds, the Council will:

- Require verification of bank account details and organisational identity
- Require supporting documentation (e.g. invoices, receipts, accounts)
- Reserve the right to request additional evidence at any stage
- Monitor grant use through reporting requirements
- Conduct spot checks where appropriate

The Council reserves the right to:

- Withhold or withdraw funding where conditions are not met
- Recover funds that are unspent, misused, or obtained through false information
- Refer suspected fraud or misuse to appropriate authorities

Any breach of grant conditions may impact eligibility for future funding.

9. Payment of Grants

- Grants are paid to an organisation's bank account
- Where no bank account exists, the Council may hold funds and reimburse expenditure upon receipt of evidence

- Payments and monitoring arrangements will be agreed at the time of award

10. Monitoring and Evaluation

Grant recipients are required to:

- Provide a written report on project outcomes
- Demonstrate how the funding has been spent
- Explain the impact on the local community

The Council will use this information to evaluate the effectiveness of its grants programme.

11. Transparency and Data Protection

The Council is committed to transparency in the use of public funds. Information provided in applications may be:

- Published in Council reports or publications
- Shared where necessary to support the grant process

All data will be handled in accordance with relevant data protection legislation.

12. Governance and Compliance

This policy operates in accordance with:

- Newton Abbot Town Council Financial Regulations
- Newton Abbot Town Council Standing Orders

13. Review

This policy will be reviewed annually by the Finance & Audit Committee to ensure it remains effective and aligned with Council priorities.