

**NEWTON ABBOT TOWN COUNCIL**



**Grants to Local Organisations**

**Application Form**

**Note:**

- ✓ Grants will not generally exceed £250 for any one application
- ✓ The law does not permit grants to be made to individuals
- ✓ Grants are not awarded towards core funding/administrative costs
- ✓ Grants are usually awarded at the annual Grants Sub-Committee meeting in October/November
- ✓ Grants of £250 up to an overall total of £1000 can be awarded for environmental projects

[Please read carefully the Guidance Notes provided before completing this Application Form](#)

When completed this form should be returned to the Town Clerk, The Town Hall, Great Western House, 9 Devon Square, Newton Abbot, TQ12 2HN no later than **26<sup>th</sup> September** together with the following :-

- a. Latest Accounts and Balance Sheet
- b. For the purchase of sports equipment a priced list of the items
- c. Any additional supporting information

1. **Name of Applicant Organisation** .....

**Address** .....

.....

**Tel No. (if available)** .....

2. **Club Official to whom correspondence should be sent :-**

**Name** .....

**Official Position** .....

**Address** .....

.....

**Tel No. (Home)** ..... **(Business)** .....



6. Estimated total cost of project/equipment, etc. £ .....

7. Amount of Grant applied for this occasion: £ .....

8. Statement of funds immediately available for project :

(i) Cash in hand £ .....

(ii) Investments £ .....

(iii) Other (please specify) £.....

Total £.....

9. Results of applications for grant or loan to (if applicable):-

(i) Sports Council .....

(ii) Any other sources e.g. Playing Field Association.....

.....

(iii) Teignbridge District Council .....

10. If Town Council aid is not sufficient to meet the balance of cost, how will the deficit be raised? Give sources and amounts :-

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11. Any further information you consider will assist the Sub-Committee in considering your application

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**DECLARATION.**

I hereby declare on behalf of the Committee of the applicant organisation that:-

- 1. The application is made on behalf of a voluntary organisation not constituted or operated for profit for its members and there will be no distribution of assets or funds to members or other persons during the existence of the organisation or on its dissolution.

2. Membership of the organisation is open to all and no application for membership will be refused on other than reasonable grounds, e.g. there will be no discrimination on grounds of race, occupation, religious or other opinion.
3. There are no unreasonable restrictions in the admission of new members and in the event of a ballot applications for membership will be decided by a simple majority vote.
4. The managing body of the organisation is composed mainly of members representing those using the facilities and all members are eligible for election to the managing body.
5. The books and accounts of the organisation will be made available if required for examination by the Town Council.
6. The funds granted will be used for the purpose applied for. The funds will be repaid if the group ceases to operate before the funds are spent or if the project does not proceed as planned.
7. The Council is permitted to request from the body details of the progress of the project and proof of expenditure.
8. The organisation has satisfied itself that upon completion of the proposed project, it will be assured of a sufficient income to meet all running costs, including adequate maintenance of the facility and the cost of loan repayments where appropriate.
9. Any provisions in the constitution or rules of the organisation which are contrary to the above will be suitably amended.
10. I hereby confirm that I have been duly authorised to give this declaration on behalf of the application organisation by a Resolution of the Committee dated

..... (if applicable)

Signature .....

Official Position .....

Date .....

**NOTE** Clause 8 is mainly intended to protect individual officers from personal liability, and it is in the interests of the signatory to ensure that the necessary authorisation is given by the Committee.

# NEWTON ABBOT TOWN COUNCIL



## Grants to Local Organisations

### Guidance Notes

***Before completing the Application Form, please refer to these notes.***

#### **About Newton Abbot Town Council Grants**

Newton Abbot Town Council grants are made for the benefit of the people and projects local to the parish of Newton Abbot.

The law does not allow grants to be awarded to individuals. (If the individual is part of a club/association, it is acceptable for the club to apply for the grant).

#### **When considering your application**

We will look at projects that provide a significant community benefit for the town of Newton Abbot.

#### **When can you apply?**

Applications should be received no later than 30<sup>th</sup> September with a decision being made by end of December each year.

#### **What needs to be included in the application?**

The amount of grant for which you have applied.

Information about your organisation and how it benefits the people of Newton Abbot.

A short summary of how well the grant would meet the needs of the community (which area of the population you feel it will benefit most).

Latest Accounts and Balance Sheet

A local branch of a national organisation must have the following:-

- a. A separate management committee
- b. Its own bank account
- c. Direct control over its income and expenditure
- d. A summary of its activities specifically benefiting the town of Newton Abbot
- e. Need to demonstrate why financial assistance is not available from the parent body

## **Limitations of Grant**

Grants are unable to be awarded for core funding/admin costs – they must be for specific items only.

You must be a non-profit making organisation and is set up for charitable purposes

Grants will not generally exceed £250.00.

Grants of £250 (up to an overall total of £1,000) can be awarded for environmental projects.

Organisations will not be awarded a grant more than once per financial year, except in exceptional circumstances

All applications will be considered on their merits, awards will be at the discretion of the Council and all decisions made will be final

## **What happens after the application has been submitted?**

Each application will be considered by the Grants Sub-Committee in October/November each year.

Each application will be subject to recommendation by the Grants Sub-Committee to the Finance & General Purposes Committee.

The Finance & General Purposes Committee will consider the recommendations of the Grants Sub-Committee in December each year.

Cheques will be presented to successful applicants at the December Council meeting each year.

Unsuccessful applicants will be informed in writing with a reason for refusal.