



# Grant Application & Award Guidance Document

REVISIONS		
Council Meeting Date	Minute Ref.	Amendment

## 1. Introduction

- 1.1. A grant is any payment made by the Council to be used by 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 Council.
- 1.2. The Council awards grants, at its discretion, to Town organisations which can demonstrate a clear need for financial support to benefit the Town by the following:
  - Providing a service
  - Enhancing the quality of life
  - Improving the environment
  - Promoting the Parish of Barnstaple in a positive way

## 2. Grant Application Process

- 2.1. Applications are to be submitted to the Town Council (electronically or on printed forms) by the correct cut-off date, late or incomplete applications will not be considered.
- 2.2. They will then be evaluated in the office for presentation at the next Finance & General Purposes Committee (F&GP) (dates available on the Town Council website).
- 2.3. There is a three-tiered grant application system which reflects the financial investment of the council. (Councillor Ward Grants, which are at the discretion of the Councillor are not included in this document)
  - **Small Grants** - up to £1000 available 3 times per year, will be considered by the F&GP committee in May, October and February (Only one award per organisation per financial year, which must be spent within 12 months). The respective application deadlines for each round will be 1st day of April, September and January.
  - **Annual Grants** - between £1000 - £5000 (which must be spent within 12 months) will be considered in February and approved at the March F&GP Committee (payments made in April). The deadline for applications is 31st December of the financial year prior to the funds being required.
  - **Annual Strategic Grant** - between £5000 - £8000 which can be subject to multiple year agreements. The timeline will be the same as the annual grants. We would advise a pre-application discussion on your strategic bid with the officer of the Council, prior to any application being submitted.
- 2.4. Applicants will be required to complete an application form and provide information commensurate to the level of the Grant. All questions should be fully answered and all additional requested information, which supports the application, should be provided in full.

2.5. In addition to the completed application form organisations the following supporting information will be required with the bid submission:

Small Grant up to £1000	Annual Grant £1000 - £4,999	Annual Strategic Grant £5000 - £8000
A copy of the written constitution or full details of the organisations aims and purpose		
Demonstration of need and how the grant will be of benefit to the local community within the Town		
	The proportion or number of beneficiaries living in the electoral area	
	A copy of the previous year accounts or, for new initiatives, a detailed budget and business plan.	
	Specific outputs and outcomes for the project are to be defined in the application.	

- 2.6. The Councillors will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
- 2.7. The Council has a limited budget each year and guidance will be given to applicants as to how much money is likely to be available in a specific financial year.
- 2.8. Applications (with correct supporting information) must be received by 5pm on the relevant due date (see 2.3) via email to [admin@barnstapletowncouncil.gov.uk](mailto:admin@barnstapletowncouncil.gov.uk) or hard copies can be sent to

Barnstaple Town Council  
 Barum House  
 The Square  
 Barnstaple  
 EX32 8LS

### 3. Conditions of Funding

- 3.1. The organisation 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.
- 3.2. Grants will not be made to individuals.
- 3.3. Grants will not be made retrospectively.
- 3.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.5. An organisation should have a bank account in its own name with two authorised representatives required to authorise each cheque / payment.

3.6. 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 should be supplied to the Council as requested.

3.7. The reporting requirements for Annual Grants are specified below:

Annual Grant £1000 - £4999	Annual Strategic Grant £5000 - £8000
	A mid-term progress report will be required.
A final report will be required against the outputs and outcomes stated in the successful application	
A final statement of expenditure.	

3.8. Each application will be assessed on its own merits.

3.9. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate.

3.10. The Council reserves the right to refuse any grant application which it considers to be inappropriate or not supporting the objectives of the Council.

3.11. 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.

3.12. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded, or in the case of the Annual Strategic Grant before the end of the award term that was agreed.

3.13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

3.14. Nothing contained herein shall prevent the 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.