



DAWLISH TOWN COUNCIL

Notes for grant applications.

Before completing the application form, please refer to these notes.

About Dawlish Town Council Grants

Dawlish Town Council grants are made for the benefit of people and projects local to the parish of Dawlish, including Holcombe and Cockwood.

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the parish of Dawlish. The Council is prevented by statute from giving financial assistance to individuals.

The scheme provides start-up grants for new organisations as well as grants to existing organisations.

When considering your application

We will look at:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- The level of contributions raised locally

- Whether the applicant could reasonable have expected to obtain sufficient funding from a more appropriate source
- How the group is managed.

Groups working with young people and/or vulnerable adults will be required to have protection policies in place (an example is available from the Town Council office). Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities. Information on where to obtain details on public liability insurance is available from the Town Council office.)

Please do not hesitate to contact the Town Clerk if you would like to talk through the application form before completing it.

When to apply

Grants are made by the Town Council's Finance and General Purposes Committee (F&GP) which meets monthly throughout the year except in August and December, so you can apply at any time. Notice of the Committee's decision will be sent to all applicants following the meeting at which the application is discussed.

Who can apply

You can apply if:

- You are a not-for-profit group operating for the benefit of the community of Dawlish
- You can use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned, we would expect the grant to be returned.
- Your group is set up for charitable purposes. However, you do not have to be registered as a charity or recognised by the Inland Revenue to apply for a grant. You will need to have some form of management committee or steering group with a bank account with more that one signatory.

- You are a group of people, not necessarily constituted which has specifically come together to run a project without having a separate constitution. However, you must have a separate bank account. Grants in these circumstances will be made on a one-off basis and if you wish to apply again in the future, your group must be constituted.
- Your aims and objectives are clear and well-defined and are of real benefit to the community of Dawlish
- You have a constitution or set of rules which you must include with your application form.
- You have a bank or building society account with at least two joint signatories
- You have annual accounts or a statement of income and expenditure which you must include with your application.
- Your group is working towards an equal opportunities policy and constitution and can demonstrate that it is working within the Disability Discrimination Act and is aware of health and safety requirements.
- You have a working child protection and/or vulnerable adults protection policy if you are working in this area
- You are a school association/PTA applying for a grant which is for an extra-curricular activity subject to funds being ring-fenced and to applicants establishing separate bank accounts and constitution.

New Groups

Applications from new groups are welcome. We will need to know:

- Why you want to start the group and how it will be continued.
- Have you any support from people wanting to join or run the group?
- How you know there is a need.

As a new group, you may not be able to provide a set of accounts for last year. However, we would need to see bank statements and an estimate of your income and expenditure for your first year.

Branches

If you are a branch of a larger organisation, you must have:

- A constitution or set of rules of your own
- A separate management committee
- Your own bank account
- Your own annual accounts approved by the management committee
- Control over your own income and how it is spent
- A specific brief for activities benefiting the community of Dawlish.

Individuals

Individuals wishing to run projects that would be of benefit to the community are eligible to apply if the following criteria/conditions are met:

- A bank account separate from the individual's personal account is set up with two independent signatories.
- Evidence of the level of support from the intended beneficiaries of the project
- The applicant will only be eligible to receive up to a maximum of 70% of the grant for the payment of their own fees/expenses.

Is there a limit of how much can be applied for?

There is no maximum figure payable for grants. An application applying for more than £2,000 will have to provide evidence in the form of a business plan and financial forecasts.

What will not be funded?

- Activities that are part of statutory obligations or replace statutory funding, including curricular activities in schools
- Endowments
- Loan repayments
- Rents

- Rates, council tax and utilities
- Insurance costs
- Second hand road vehicles
- Projects with high on-going maintenance costs, unless your group can show that you have the skills/funds to maintain them once your Dawlish Town Council grant runs out.
- Religious, political groups, unless unrestricted community benefit can be demonstrated.

When may a grant have to be repaid?

If there is a serious breach of the terms and conditions or the group ceases to operate before the funds have been spent or if a project does not proceed as planned. Anyone found to be acting dishonestly in making the application or spending the grant made would be reported to the police and may be prosecuted.

Data Protection Act 1988 Information

In signing the application form you give permission for Dawlish Town Council to use the information you provide:

- For establishing your entitlement to a grant
- For inclusion on a computerised register maintained by Dawlish Town Council and during the life of any grant awarded to administer and analyse applications and grants.

We aim to make our grant making assessment process as open and clear as possible. To achieve this aim, we may:

- Hold open committee meetings where we discuss individual applications in front of the public or media and
- Allow your representatives to see information about the way in which we reach decisions on your application.

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

The above information notes may change from time to time. Policy and regulations on distributing funds may also change. Dawlish Town Council reserves the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.