



Dawlish Town Council Smaller Grants Scheme

(For applications up to £250)

Framework for decision making on grant applications

Larger Grants		
Category A	Exceptional cases which have wide spread Welfare, Economic, Environmental and/or Social/Cultural benefits for a wide spectrum of the Dawlish public	Grants will normally be in the region of £0 to £2,000
Category B	Grant applications which have Welfare and/or Economic benefits for a defined group of Dawlish People rather than community wide.	Grants will normally be in the region of £0 to £1,000.
Category C	Grant applications for social and cultural activities which have benefits for a defined group of Dawlish people rather than community wide	Grants will normally be in the region £0 to £500
Smaller Grants		
Category D	Grant Applications for any purpose, except those listed below	Grants will be up to £250
Projects for which we do not give Grants		
Category E	<p>Applications that have very few benefits that are for a small number of local residents.</p> <p>Grants for Individuals</p> <p>Applications which indicate a poor ratio of costs to outputs</p>	No Award

Dawlish Town Council Small Grants Form

Rules of the scheme

- (1) Your project must directly benefit people living in the Parish of Dawlish
- (2) It is not essential to be a registered charity to apply
- (3) The Council will normally give grants to groups with a bank account in the organisation's name. If that is not the case, the Council will hold any award made and reimburse expenditure on production of receipts within 12 months of the award date.
- (4) It is not essential under this smaller grants scheme to provide a constitution or set of accounts, but you must obtain the signature of one serving member of the Council as an endorsement of your application
- (5) You must sign a declaration to confirm that you meet all legal requirements for your project. It is your responsibility to check

Name of Group Applying	
Are you a registered charity? If so, please give your number	
Amount of Grant Requested (Maximum £250 and up to 100% of the total costs)	Total Cost of the Activity, who else is contributing? (Maximum £2,000)

What will you spend the money on? How will it benefit the people of Dawlish?

(You can continue on an extra sheet if you wish to)

Name of Contact Person	
Address of Contact Person	
Telephone or Email Address for the Contact Person	
<p>Bank Account Details</p> <p>Account Name</p> <p>Bank Address</p> <p>If you do not have a Bank Account for your group the Council will arrange to hold any grant awarded for you for up to 12 months and will reimburse against receipts.</p>	
Does your group meet all legal requirements for this project (eg Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)	<p>Answer YES or NO</p> <p>It is YOUR responsibility to check</p>
A Dawlish Town Councillor must sign in the adjacent box to confirm that yours is a legitimate group and they are satisfied that the grant will be spent on the purposes described	<p>Signed</p> <p>Print Name</p> <p>Date</p>
<p>Declaration.</p> <p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.</p> <p>Signed _____ Date _____</p>	

Please include your constitution and most recent set of accounts if you have these, but it is not essential to receive a grant.

If you need any help in completing this form, please telephone the Town Clerk on
01626 863388

And Finally

Where do we send this form to?

**PLEASE SEND PAGES 3 AND 4 OF THIS BOOKLET TO
The Town Clerk
Dawlish Town Council
The Manor House
Old Town Street
Dawlish EX7 OAP**

**This form is also available as a Word Document on the Council website.
Declarations must be made by an original signature so we cannot accept
applications via email**

DON'T FORGET TO KEEP A COPY OF WHAT YOU SEND TO US !

What happens next?

You will receive an acknowledgement that your application has been received,
which will include information about the date of the meeting at which a decision
will be made

Can we speak at the meeting?

Yes. It is not compulsory but it is encouraged
The acknowledgement of your application will include more information about this.

Who do I contact if I have any further questions?

You can speak to the Town Clerk or one of the Administration Team by telephoning
us on 863388 or calling into the Council Offices

Our up to date opening hours and email addresses are listed on

WWW.DAWLISH.GOV.UK