



Dawlish Town Council Larger Grants Scheme

(For applications above £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

Guidance Notes for Applicants (Larger Grants)

1. Projects must benefit people living in at least one of the following areas, Dawlish, Dawlish Warren, Cockwood and Holcombe
2. Grants are usually made in line with the published grant making framework. The Council will only go beyond that framework in very exceptional cases.
3. Projects which have already started will not be funded, but the Council may wish to support a discreet project within a larger initiative (*For example, kitting out a club room within a building*)
4. Projects that are designed to promote a particular faith or political persuasion will not be funded. However, the council may fund projects organised by such groups if the outcomes have a community benefit (*For example, supporting community musical events that are to take place in a church and which are not designed to promote that faith*)
5. The Council will expect the project to be completed within 12 months of the grant award. You must then provide a written summary of the project stating what has been achieved and how the money has been spent.
6. Grant awards are made for the purposes listed on the application form. You cannot change these without the express permission of the Council. Any grant which is not used for the purposes applied for must be repaid.
7. Applications for Larger Grants can only be made by organisations that have a constitution and a bank account. Organisations that cannot meet that requirement are welcome to apply under our Smaller Grants process.
8. The Council spends taxpayers' money and must do so transparently. Your attention is drawn to the declaration you sign as part of the application, and how your information may be published.
9. The decision of the Council on any application is final. If you think your application has not been considered fairly you can complain using the Council's official complaints process. Details are available from the Town Clerk
10. **The Council wants to be helpful and to encourage good applications. If you have any questions about this process, please ask us for help.**

Some Useful Questions to Ask Yourself

The following is for you to practice before you write your application, and you do not have to send this sheet to us (Unless you want to)

WHAT do we expect our project is going to achieve?

WHAT is it going to cost

WHAT will we contribute to the project? *(This might be volunteer time rather than hard cash)*

WHY is it needed?

WHEN will it start and finish?

HOW will we do it, and **HOW** will we know it has been a success?

WHERE will it take place?

WHO is going to benefit from our hard work?

WHO else will help pay for the project?

THE APPLICATION FORM

Name of Group Applying	
Contact Details for this Application Name Position in the Group Contact Address (Including Post Code) Telephone Email	
Are you a registered charity? If so, please give your number It is not essential to be a registered charity to get a grant under this scheme	
Tell us about your group What does it do?	
What will you spend the money on? How will it benefit the people of Dawlish? <i>(Please see the useful questions on page 4 for suggestions about information to include. Dawlish Town Council's support should be mentioned in a publicity relating to your project)</i>	
(You can continue on a separate sheet if needed)	

<p>Please give estimated dates for</p> <p>Project start?</p> <p>Project End ?</p>	<p>Start</p> <p>End</p>
<p>How Much Will The Project Cost?</p> <p>How Much is your Grant Request?</p> <p>How Will You Raise the Rest?</p>	<p>£</p> <p>£</p>
<p>Please provide an itemised list of the costs involved in your project <i>Describe each item and how much it will cost. (For example, Printing £200)</i></p>	
<p>Please Give us the following information from your latest accounts</p> <p>Total Income</p> <p>Total Expenditure</p> <p>Annual Profit or Loss</p> <p>Total Unrestricted Funds in your Bank <i>(This is money that is not there for a special purpose, and which you are free to spend as you choose)</i></p>	<p>£</p> <p>£</p> <p>£</p> <p>£</p>

**YOU MUST SEND US A COPY OF YOUR LAST ACCOUNTS AND
YOUR CONSTITUTION**

Bank Account Details

Account Name

Bank Name

Bank Address

How Many People Must Sign Cheques? 1 / 2 / 3/ MORE ?

**IF YOU DO NOT HAVE A CONSTITUTION OR A BANK ACCOUNT YOU CAN
APPLY FOR UP TO £250 UNDER OUR SMALLER GRANTS SCHEME**

Does your group meet all legal requirements for this project (eg Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)

Answer YES or NO

It is YOUR responsibility to check

Second Contact for this Application

This is someone in your organisation who we can contact if we want to check the information given

Name

Position in the Group

Contact Address (Including Post Code)

Telephone

Email

Declaration.

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.

Signed

Date

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

And Finally

Where do we send this form to?

**PLEASE SEND PAGES 5 TO 7 OF THIS BOOKLET TO
The Finance Officer & Deputy 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 Finance Officer & Deputy Town Clerk
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