



Dawlish Town Council Larger Grants Scheme

(For applications over £250,
and not normally exceeding £2000)

Larger Grants

Criteria:

- Larger Grant Applications will be considered for amounts over £250 and not normally exceeding £2000 in accordance with the guidance notes.

Exclusions to the Grant Scheme:

- Applications that have very few benefits that are for a small number of local residents.
- Grants for and to individuals.
- Applications which indicate a poor ratio of costs to outputs.
- Dawlish Town Council will not normally support applications for the payment of salaries.
- Dawlish Town Council will not normally consider more than one grant per organisation per year.
- Dawlish Town Council will not normally consider grants that principally benefit commercial organisations.
- Dawlish Town Council would not normally consider annual ongoing support.

Guidance Notes:

1. Your project must directly benefit people living in the Parish of Dawlish
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 discrete 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 in accordance with the requirements of GDPR.
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?	

Does your project/organisation have a social media/website presence?

(Please provide details).

How will you publicise the Dawlish Town Council grant?

(Please note it is mandatory to supply all press releases about the grant to Dawlish Town Council).

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

(Please see the useful questions page for suggestions about information to include).

(You can continue on a separate sheet if needed)

Sustainability Plan

Tell us how the project will continue once the grant has been spent.

Safeguarding

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

Please give estimated dates for

Project start?

Start

Project end?

End

How much will the project cost?

£

How much is your grant request?

£

How will you raise the rest?

Will the project receive match funding – please provide details

What other grants have been given or refused for the same project?

Please provide projected income and expenditure with a breakdown of the costs involved in your project.

Please provide the following information from your latest accounts

Total income

£

Total expenditure

£

Annual profit or loss

£

Total unrestricted funds in your bank

£

(This is money that is not there for a special purpose, and which you are free to spend as you choose).

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

Bank Account Details

Account Name

Sort Code

Account Number

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

<p>Does your group meet all legal requirements for this project (e.g. Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)</p>	<p><i>Answer YES or NO</i></p> <p><i>It is YOUR responsibility to check</i></p>
<p>Second Contact for this Application</p> <p>Name</p> <p>Position in the Group</p> <p>Contact Address (Including Post Code)</p> <p>Telephone</p> <p>Email</p>	<p><i>This is someone in your organisation who we can contact if we want to check the information given</i></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>	

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

Please send your completed application form to:

The Finance Officer
Dawlish Town Council
The Manor House
Old Town Street
Dawlish
EX7 9AP

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

GRANT FEEDBACK FORM

If your Grant Application is successful Dawlish Town Council requires the following questionnaire to be completed and returned at the end of your project or within 12 months of the grant issue date if that is sooner.

Name of Project/Organisation who received the Grant	
Contact Details Name Position in the Group Contact Address (Including Post Code) Telephone Email	
Grant Details Grant Amount Received Date Issued Date Project Started Date Project Finished or is due to finish	

How was the Grant spent?

Was the project successful? Give a summary of the project outcome.

What impact has the project had on people involved / the local community?

Was the full grant amount spent? If no give details of the amount left, what it will be spent on or whether it is to be returned.

Is there any other feedback you wish to give us?

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