



# Dawlish Town Council Smaller Grants Scheme

(For applications up to £250)

# Smaller Grants

## Criteria:

- Smaller Grant Applications will be considered for any purpose up to the amount of £250.

## 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) 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 the 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.
- (6) Your project must directly benefit people living in the Parish of Dawlish.
- (7) It is not essential to be a registered charity to apply.
- (8) 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.
- (9) It is not essential under the 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.
- (10) You must sign a declaration to confirm that you meet all legal requirements for your project. It is your responsibility to check.
- (11) 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.

## THE APPLICATION FORM

<p><b>Name of Group Applying</b></p>	
<p>Are you a registered charity? If so, please give your number</p>	
<p><b>Please give estimated dates for</b></p> <p><b>Project start?</b></p> <p><b>Project end?</b></p>	
<p><b>How much will the project cost?</b> (Maximum £2000)</p> <p><b>How much is your grant request?</b> (Maximum £250 and up to 100% of the total costs)</p> <p><b>How will you raise the rest?</b></p> <p><b>Will the project receive match funding – please provide details</b></p> <p><b>What other grants have been given or refused for the same project?</b></p>	<p>£</p> <p>£</p>

**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?**

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

**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.

Name of Contact Person	
Address of Contact Person	
Telephone and Email Address for the Contact Person	
Bank Account Details	
Account Name	
Sort code	
Account Number	
Bank Address	
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 (e.g. Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)</p>	<p>Answer YES or NO</p>     <p>It is YOUR responsibility to check</p>
<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>	<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 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](http://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.

<b>Name of Project/Organisation who received the Grant</b>	
<b>Contact Details</b>  Name  Position in the Group  Contact Address (Including Post Code)    Telephone   Email	
<b>Grant Details</b>  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