



Callington Town Council

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Grants Award Policy

1. Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish Callington/Kelly Bray in a positive way.

Callington Town Council is funded by the people living in the parish of Callington/Kelly Bray and therefore, has limited resources. The Council is committed to supporting and helping local community groups improve the quality of life for Callington/Kelly Bray residents and does this by providing grants. The Council's grants award policy aims to ensure that all grant applications are treated equally, grants awarded provide value for money and that all awards are within the legal powers of the Council.

2. Principles

Grants will be awarded based on the following principles:

- a) Assistance will be given on the basis of need, merit and contribution to the community;
- b) Applicants must clearly show how the grant will benefit people living in the Callington/Kelly Bray parish;
- c) Any grant awarded may be subject to ongoing monitoring and evaluation;
- d) Equality of opportunity;

e) Organisations should not make a presumption that funding will continue on a year to year basis.

3. The Process

To apply for a grant you must be a charity, community group or local voluntary organisation operating or providing a service to communities in the Callington/Kelly Bray parish.

All funding requests must be made using Callington Town Council's grant application form.

All application forms must be fully completed and signed; regrettably the Council will be unable to consider incomplete or unsigned applications.

All applications must also include your last set of annual accounts. Should you not be able to provide this information, you will need to tell us why.

Once an application has been received it will be sent to the next meeting of the relevant Committee for consideration. Council Committees meet every other month (except in August) and applications will need to be received ten days in advance of a meeting in order to be included on the agenda. Grant application forms and a schedule of the Committee meeting dates are available on the Callington Town Council website (www.callington-tc.gov.uk) or from the Council offices, The Town Hall, New Road Callington PL17 7BD

Callington Town Council uses the following criteria to decide on grant applications:

- a) Adherence to the grants policy process;
- b) Evidence of match-funding;
- c) Level of benefit to the parish of Callington/Kelly Bray;
- d) The difference the project will make to the lives of Callington/Kelly Bray residents;
- e) Evidence of a well-managed group, including previous experience;
- f) Financial viability and sustainability of the project;
- g) Evidence that funding has been sought from other sources, including your own fund raising;
- h) Funds remaining in the budget for the current financial year for organisations/projects of your kind.

The Council reserves the right to award less than the amount requested or to reject an application.

Callington Town Council will not fund the following:

- a) Organisations that do not provide a service to communities in the Callington/Kelly Bray parish;
- b) Individuals;
- c) General appeals;
- d) Statutory organisations or the direct replacement of statutory funding;
- e) Political groups or activities promoting political beliefs;

- f) Religious groups where funding is to be used to promote religious beliefs;
- g) Projects that take place before an application is decided;
- h) Organisations that have a closed or restricted membership.
- i) Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.

All applications will be considered on their merits. Awards will be at the discretion of the Council and all decisions are final.

Once a decision has been made, you will be notified by letter within 21 working days. A cheque will also be sent at this time if your application has been successful.

4. Monitoring and reporting requirements

All successful applicants will be expected to provide written evidence of how the money has been spent and the benefit it has brought to people living in the parish. This information should be provided within one month of the end of an event/project or by the 1st March each year so that it can be reported at the Annual Town Meeting.

5. Grant conditions

All grants awarded by Callington Town Council are subject to the following conditions:

- a) The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for that specified purpose.
- b) Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- c) The Council may ask for all or part of the monies to be paid back in the event of the project not being completed. (6 months)
- d) Acknowledgment of Callington Town Council's financial support is required on documentation and any promotional material, including websites.
- e) Organisations shall not discriminate on the grounds of race, gender, disability, age (except for obvious reasons such as a youth club) sexuality or religious beliefs.
- f) Organisations must have a bank account into which grants can be paid; payments cannot be made to private individuals.
- g) Only one application per Callington Town Council financial year will be accepted from any organisation.

Callington Town Council may also attach additional grant conditions to funding which will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.



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Council Offices
The Town Hall, New Road, Callington PL17 7BD
Telephone 01579 384039 Fax 01579 389178
email: enquiries@callington-tc.gov.uk
web site: www.callington-tc.gov.uk

Grant Application Form

Name of organisation				
Organisation type (tick one only)	Community Group	Registered Charity	Voluntary Organisation	Statutory Agency
Company/Charity Number if applicable				
Name of main contact				
Address for correspondence				
Daytime telephone number				
Email address				
Please describe the purpose of your organisation and how it benefits communities in the Callington Parish.				
Grant requested from Callington Town Council				

*Please describe what you want to do with the grant.

Estimated start and end date for the project/activity

*How do you know there is a local need for your project/activity? Please give recent evidence.

Who and how many people in the Callington/Kelly Bray Parish will benefit from your project/activity?

How long have you been fundraising?

Have you applied for a grant from Callington Town Council before? If so, when did you apply and how much were you awarded?

Please give a detailed breakdown of the costs of your project/activity.

Please tell us how you will fund your project/activity, giving details of any funding already obtained or applications made.

Please attach your last financial statement or set of accounts to this application. If you are unable to provide this information, please tell us why.

Name of payee (this must be a group or association and cannot be an individual)

Declaration

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated.

Signature of applicant

Date

Name (please print)

Position held

**Please check that your form has been fully completed and signed;
incomplete or unsigned applications will not be considered.**

*Please attach a continuation sheet if there is not enough space on this form

