



# **Brixham Town Council**

## **Project and Grants Policy**

Brixham Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Brixham as a place to live and work.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards the vision and aims for Brixham.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

Though there are no limits to the size of organisation which may apply to the Council, grants are normally targeted at small, local voluntary and community organisations where a small amount of money can make a significant difference. The Council would like to see applications that engage local people and encourage them to participate at all levels in the groups and organisations

Organisations have an opportunity to apply for one of the following grants:

**Small Grants:** A source of funding for revenue purposes such as meeting the cost of room hire for an event, purchase of equipment etc.

**Large Grants:** A source of funding for non-revenue purposes

**Community Projects:** This is either for a Town Council initiative or an initiative that is beneficial to the Town, but must help the key infrastructure of our community

**Community Events:** The event has to be within the community. It can be for ongoing costs, but proof that there was a definite need will have to be attached to application, including details of appropriate insurances

**Individuals:** The Council will not normally make grants to individuals but may pledge to do so in exceptional circumstances or to provide an opportunity that would otherwise not be available to them.

The Town Council has delegated authority to the Finance and General Purposes Committee to make decisions on grant applications in accordance with this Grants Policy.

### **Vision and Aims**

It is the intention of Brixham Town Council to:

1. Enable people to take opportunities that would otherwise not be available to them.
2. Meet identified needs of disadvantaged people from communities of interest or place.
3. Involve local people in improving their community.
4. Reflect the concerns and priorities of people living and working in the area.
5. Address emerging needs and explore ways of addressing those needs.

### **Requirements for Grant Applications**

6. Organisations applying for a grant must be not-for-profit or have charitable status.
7. Where possible the Town Council would expect any applicant to demonstrate how financial sustainability can be achieved.

8. The Finance and General Purposes Committee will consider each grant application on its merits.
9. Applicants may seek a meeting with the Town Council to discuss the application prior to the formal grants process being entered into.
10. The Town Council must be credited in any publicity arising from the award of a grant.

## **Process**

11. The grants budget is set annually as part of the general budget setting process.
12. Subject to funds being available, applications may be made throughout the year.
13. The Finance and General Purposes Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website).
14. Applicants may attend the Finance and General Purposes Committee meeting to speak in support of their application and answer questions.
15. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
16. Applicants must complete the application form (available to download from the website) and return it to the Town Clerk.
17. Organisations will be required to provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
18. All applicants will be advised within two weeks of the Finance and General Purposes Committee's decision.
19. The Finance and General Purposes Committee's decision is final.
20. Successful applicants are required to complete a grants feedback questionnaire (available to download from the website) no later than six months after the award.

## **Criteria**

21. The Council will not normally make grants to individuals but may pledge to do so in exceptional circumstances or to provide an opportunity that would otherwise not be available to them.
22. Applicants must be based and operating in either of the two Torbay Council wards in Brixham.
23. Applications may be considered from national organisations as long as they have a significant presence in the area of benefit and any grant made would be of direct benefit to people locally.
24. Three categories of grants will be considered:
  - a. Small Grants of up to £500
  - b. Large Grants of £501 to £5000
  - c. Individual grants of up to £1,500.
25. Individual pledges will need to be match funded by the individual, unless the majority of funds have already been raised. A separate application form is available on request.
26. Applications for assistance with capital funding needs rather than revenue costs (wages and salaries etc) are preferred. Revenue funding, if agreed, may be time limited and should not therefore be budgeted by any organisation on an annual basis.
27. Organisations can only apply once a year and will normally wait for a full twelve months before applying again to ensure every organisation has an opportunity to benefit.

28. Applicant groups need not be registered charities, but need to have a constitution that sets out what they do and that demonstrates their charitable purposes.
29. Applicant groups should have a management committee or similar.
30. Applicant groups should have a bank account in the name of the organisation with at least two signatories to authorise cheques. If a group does not have a bank account, the Council may agree to pay a grant to another bona fide organisation to hold on its behalf.
31. Applicant groups should demonstrate their ability to manage their finances prudently.
32. The Council will avoid duplication of funding. Where Brixham Town Council is already providing funding for particular types of activity, it will not normally consider funding community groups and local organisations which are primarily duplicating this activity.
33. Successful applicants must be prepared to participate in any publicity requested by the Council.

## **Exclusions**

The Council is unlikely to fund the following:

34. General appeals
35. Statutory organisations or the direct replacement of statutory funding
36. Political groups or activities promoting political beliefs
37. Religious groups promoting religious beliefs
38. Projects with no community or charitable element
39. Medical research, equipment or treatment with no community or charitable element
40. Animal welfare
41. Applications should not normally be retrospective
42. Organisations with 12 months reserves (not otherwise designated)
43. Businesses other than those which exist on a not for profit basis

In general, vehicles, conferences, and exhibitions will be given low priority. In exceptional cases vehicles may be considered if the vehicle is being used by the broader community, such as through Community Transport schemes.

# GRANT APPLICATION FORM

Please familiarise yourself with the requirements listed in Brixham Town Council's Grants Policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing your organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months, or a budget forecast must be enclosed.

## Organisation

<b>Name and Address of Organisation</b>	
<b>Name and Address of person making the application on behalf of the organisation</b>	
<b>Position held in Organisation</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Are you a Registered Charity?</b>	<input type="checkbox"/> Yes, registered charity number:  <input type="checkbox"/> No
<b>Do you have a website that you would like to be linked to through Brixham Town Council?</b>	
<b>Bank Details</b>  If you are successful, our preferred payment method is via BACS.	Bank name:  Sort Code:  Account Number:
<b>What are your aims of your organisation</b>	

<b>What is the name of the project you are applying for?</b>	
<b>When will the project be started / finished?</b>	

**Financial Information**

<b>What is the total cost of the project?</b>	£
<b>Amount of grant requested from Brixham Town Council:</b>	£
<b>How much have you raised already?</b>	
<b>Have you applied for a grant for the same project to another organisation? If so, which organisation(s), for how much and when will you know?</b>	

**About the Project**

<b>Please tell us about your project</b> (Max 100 words)
<b>What are the project's aims?</b> (Max 300 words)

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**How is financial sustainability being achieved in the long term?**  
(Max 300 words)

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**How will the community benefit from the project?**  
(Max 300 words)

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**How many people will this project benefit?**

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**How many are involved in decision-making and ownership of this project?**

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**Will your project encourage more Brixham residents to get involved? If so, how?**

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<b>Are you partnering with other Brixham groups and, if not, could you consider doing so?</b>
<b>We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?</b>

**Declaration**

<b>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</b>	<input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.
<b>In the interest of accountability and transparency, Brixham Town Council's Finance &amp; General Purposes Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Please note that if you do not give your consent for us to publish the information on this form, Brixham Town Council will unfortunately be unable to consider and determine your application for grant funding.
<b>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</b>	<input type="checkbox"/> Yes (please click/tick box to agree)
<b>Please provided copies of the following necessary documents (refer to Grant Application</b>	<input type="checkbox"/> Audited Accounts / Interim Financial Statement <input type="checkbox"/> Bank Statement



<p><b>Information) to support the application (please click/tick as appropriate):</b></p>	<p><input type="checkbox"/> Constitution  NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p> <p><b>Applications will not be taken to committee without all these supporting documents</b></p>
<p><b>Signatures</b></p> <p><b>Signature 1  (person submitting form)</b></p> <p><b>Signature 2  (Chair or senior representative of the organisation)</b></p>	<p>.....</p> <p>.....</p> <p><b>Typed entries are acceptable for email applications</b></p>
<p><b>Date:</b></p>	

**Please return your completed application form to:  
Brixham Town Council, First Floor, Town Hall, New Road, Brixham TQ5 8TA  
01803 859678 or [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)**

# GRANT QUESTIONNAIRE

Please complete electronically and send to [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk) or in hard copy and return to the Town Clerk, Brixham Town Council, First Floor, Town Hall, New Road, Brixham TQ5 8TA

Thank you.

## Why we are asking you to complete this

A few months ago, your organisation or group received grant funding from Brixham Town Council.

As part of that process, and as explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire **within six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Community Organisations/Grants Policy page of our website [www.brixhamtowncouncil.gov.uk](http://www.brixhamtowncouncil.gov.uk)

- 1. Please explain who benefitted from your project/event/initiative.**
  
  
  
  
  
  
  
  
  
  
- 2. Did you achieve the aims you set out in your application? If so, please explain how. (If not, please explain why this was not possible. (The Town Council will contact you should it require further information).**
  
  
  
  
  
  
  
  
  
  
- 3. How did your project benefit the town and residents of Cranbrook in real terms? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)**

4. **Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.**
  
5. **How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)?** Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.
  
6. **Please use this space to provide feedback about your experience of applying for a grant from Cranbrook Town Council** (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

*Thank you for completing your questionnaire*

**Brixham Town Council  
Finance & General Purposes Committee**