WADEBRIDGE TOWN COUNCIL

GRANT POLICY & APPLICATION FORM

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WADEBRIDGE TOWN COUNCIL

TOWN COUNCIL GRANT POLICY & APPLICATION FORM

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1. INTRODUCTION

1.1 A grant is any payment made by the council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

1.2 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by Wadebridge Town Council (the Council) as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the **residents of Wadebridge** that are not, as a matter of course, funded by the Council.

1.3 The organisation applying for a grant must be based in Wadebridge and must be able to demonstrate that it benefits a number of people living in the community of Wadebridge and how.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

1.4 There is no set budget each year and guidance will be given to applicants as to how much money may be available in a specific financial year. It is unlikely that the amount for any individual award would exceed £500.

1.5 It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council staff on these matters.

1.6 An award of grant may provide for start-up awards for new organisations as well as grants for existing organisations. Each grant application will be considered on its own merit.

1.7 Grants will be paid twice yearly in June & November in line with the grant application process. Please refer to the grant application form for further information and also be aware of the dates of Finance & General Purposes Committee meetings.

2. CONDITIONS OF GRANT FUNDING

2.1 Grant applications will only be considered if submitted on a Grant Application form with the required supporting documentation.

2.2 The grant scheme is unable to support costs of a routine nature or hospitality. Grants will not be awarded to meet salary costs.

2.3 Grants can be used for capital projects (e.g. lasting assets) or for the running costs of an event.

2.4 Applications **WILL NOT** be considered from:

- Organisations intending to support or oppose any political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e., local groups whose fund raising is sent to their central HQ for redistribution.

2.5 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

2.6 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.7 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within Wadebridge.

2.8 The organisation applying for Grant funding will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

2.9 The Town Council will only accept applications from Community groups and organisations within the Parish of Wadebridge for grants that, in its opinion, are in the interests of, or will directly benefit all or a portion of, the Parish and its inhabitants.

2.10 The application must demonstrate a clear financial need for the grant and must demonstrate clearly how a grant will be of benefit to the community of Wadebridge.

2.11 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

2.12 An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.

2.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

2.14 A grant award made in previous years does not guarantee a repeat award to be made. Each application is considered independent of previous years' awards.

2.15 Each application will be assessed on its own merits and will be considered along with other applications at a quarterly meeting of the Finance & General Purposes Committee of the Council. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

2.16 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council.

2.17 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

3. GRANT AWARD PROCEDURE

3.1 The Town Council assigns responsibilty for grant distribution to the Finance & General Purposes Committee. The committee will consider applications whilst working to a pre-determined criteria.

3.2 The dates for these meetings will be posted on the Town Council's website, Facebook page and on the noticeboard outside the Town Hall. Meeting dates are available from the Town Council's website:www.wadebridge-tc.gov.uk. or by contacting the office on 01208 817082.

3.3 Grant applications should be submitted to the Town Council **at least 14 days prior to the date of the relevant Finance & General Purposes Committee meeting.**

3.4 Once submitted to the Town Council, all applications will be scrutinised by the Finance Department using the grant application assessment to assist Members in reaching their decision.

3.5 Each grant application received will be considered at the Finance & General Purposes Committee meeting with applicants/a representative required to attend to respond to any questions. The grant application will only be considered if a representative is in attendance at the meeting.

3.6 Retrospective grant applications will not be considered.

4. GRANT APPLICATIONS

4.1 Grant application forms are located on the Town Council website. The Town Council office can also be contacted and an application form can be sent to the applicant.

4.2 ***Procedure for Successful Applicants***

i. Grant awards will be paid out twice a year (June & November), on provision of evidence that the funds will be used for the purpose stated.

ii. The Council will issue a letter to all successful grant applicants requesting evidence of how the grant award has been utilised. In all cases, a written account of how the grant has been used shall be provided by the applicant to the Council, within 3 months.

iii. All beneficiaries must provide proof of expenditure to the Council where practical.

iv. The Council reserves the right to request the return of any grant if there is evidence that it has not been used for the purpose specified on the application form.

v. Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material.

vi. Successful applicants are required to attend the Annual Town Meeting on 22nd April 2027 and give a short report on the use of the grant received.

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APPENDIX A

Wadebridge Town Council

Grant Application Form 2026/27

Submissions will be required by: -
June (applications in by 31 May)
November (applications in by 31 October)

Application Process

Do not complete the Application Form until you have read the Grant Awarding Policy to ensure your application will comply.
Please note: This application will not be considered unless it is accompanied by the following supporting documentation:

- Copy of your organisation's most recent bank statement.
- Copy of your organisation's latest set of accounting statements.
- Copy of your constitution or similar document showing the organisation's status.
- Applications to be sent by e-mail to the Finance Clerk: Finance@wadebridge-tc.gov.uk or posted to Town Hall, The Platt, Wadebridge PL27 7AG
- Correctly completed applications will be considered by the Finance & General Purposes Committee at their June (applications in by 31 May) & November (applications in by 31 October) meetings for 2026/27.
- Applicants will be expected to attend the meeting of the Finance & General Purpose Committee to answer questions on your application.
- Grants will not be awarded retrospectively to any project.
- Each applicant will only be permitted one grant approval per financial year.
- Applicants will be presented with their Grant Award at the first Full Council Meeting immediately after the Finance meeting.
- **Please confirm you have read the policy terms & conditions.**
- **YES…….. NO…….**
- **Please confirm you have noted the meeting date to which your application will be considered, and a representative will be in attendance.**
- **YES……. NO…….**

Application Form

1. Your Organisation

Name of Organisation				
Charity/Company Number (if applicable)				
Contact Name				
Position				
Contact Address				
Telephone Number				
Email:				
Have you previously applied for a grant from the Council?	**Date Applied**	**Project**	**Amount Applied for**	**Successful Y/N**

2. Purpose for which the grant is sought.

Project Title:	
Description of project (please continue on a separate sheet if necessary)	
How would this grant be of benefit to the community in Wadebridge?	

3. Finance

What is the total cost of the project?	**£**
Amount of grant applied for	**£**

Please list any applications you have made for funding from other organisations.

Organisation	**Contribution Sought (£)**	**Date Applied**	**Granted** (please tick as appropriate)

4. Publicity

Please explain how you will publicise and acknowledge the Town Council's Grant.

The information on this page will not be made public. It will be used for processing the application and remain confidential.

Name of Treasurer	
Address **Telephone** **Email**	
Bank Details: **Bank** **Account Name** **Sort Code** **Account Number**	
Signed **Date**	

Office Use Only

Grant Approved	Yes/No
Amount of Grant	£
Evidence of expenditure received.	Yes/No
Date Paid	
Committee Meeting Date	
Minute Number	
Applicant Meeting Attendance	Yes/No

Privacy Information

Please read the privacy notice below.

Privacy Notice:
This information is being collected by Wadebridge Town Council. The Town Clerk is the Council's Data Protection Officer. Any information provided will be retained on the Town Council's computers and manual files for 2 years. This information will be used for processing your grant application request only. It will not be disclosed to any third party.

I agree to my personal details being held in the Town Council's computer and manual filing systems as described above.
(Please tick accordingly)

YES……
NO…….

The Town Council may from time to time wish to contact you about an event or activity that could be of interest to you. If you would like to be contacted, **(Please tick accordingly)**

YES……
NO…….

I am happy for the Town Council to contact me about future events or activities using the contact details provided.
(Please tick accordingly)

YES……
NO…….