



TAVISTOCK TOWN COUNCIL

Grants Policy 2025

- i. Tavistock Town Council has the authority to award grants to properly constituted local charitable and community organisations to help them achieve their aims and purposes in the interests of people living within the Parish. Applications from individuals cannot be accepted. Applications from local branches of regional or national organisations will only be considered upon confirmation that any grant awarded will be used to support the organisation's activities in Tavistock, and will not be passed to the parent organisation. Grants will only be given to religious organisations where the funded purpose is to the benefit of all, irrespective of faith or denomination.
- ii. The deadline for the receipt of Grant Applications this year is **4pm on Friday 7th November 2025**. Grants to successful applicants will be awarded in the following April/May. The total sum available for grants may vary from year to year depending on the Council's financial circumstances. Part of the sum available may be retained in order to be able to respond to subsequent emergency applications.
- iii. Grants are awarded to help with the start-up of new organisations, the purchase of equipment, or to support specific projects and events. The Council will not normally award grants to support an organisation's routine running costs. Applicants are advised that they cannot rely upon grants being made in consecutive or subsequent years for the same purpose.
- iv. The Council is keen to encourage small local charities and community groups which may find obtaining grants from other sources difficult, and for whom a relatively small amount of money can make a big difference. The application process has therefore been simplified for grants up to a maximum of £500.
- v. All organisations applying for a grant must have a bank account in the name of the organisation. Grants cannot be paid in to an individual's bank account. Registered charities must provide their Charity Number.
- vi. Applications for grants of £501 to the maximum of £2,500 must be accompanied by the following:
 - a. Evidence that the organisation is properly constituted, for example, a copy of the Constitution, Articles of Association, or similar.
 - b. A copy of independently Audited and signed Accounts for the relevant financial year.
- vii. If the total sum applied for in any one year is greater than the Grants Budget available, the Town Council reserves the right to determine the amount

granted to any given applicant or to decline to make a grant. The Council will make every effort to determine the grants awarded fairly and transparently.

- viii. Grant applications will be considered by the Town Council's Grants Panel comprising a maximum of 7 Members and supported by a Council Officer. The Panel's recommendations will be forwarded to the next Meeting of the Budget & Policy Committee for further consideration. A summary of the applications received will be placed on the public Agenda. No personal data will be disclosed. The Recommendation of the Budget & policy Committee will be ratified at a meeting of Full council.
- ix. Representatives of the successful applicants will be invited to the Grants Presentation Evening in the following April/May to receive their cheques from the Town Mayor.
- x. Grant recipients are expected to submit a Grant Return Form demonstrating how the grant has been used to the benefit of the people of Tavistock. If an underspend of allocated funds occurs, Tavistock Town Council may require repayment of the underspend. Failure to submit a Grant Return Form may compromise any future applications.
- xi. This Grants Policy will be reviewed in 2027.