

**NOTES** from the **MEETING** of the **GRANTS PANEL** held on **MONDAY 25<sup>th</sup> MARCH 2024** at **5.30pm** in the **COUNCIL CHAMBER, DRAKE ROAD, TAVISTOCK.**

In attendance –

Councillor B Smith\* - **Chairman**

Councillors A Hutton\*, N Martin, J Moody, Mrs B Moody, T Munro, P Ward

Assistant to the Town Clerk

\*Arrived late at the Meeting

**1. APPOINTMENT OF CHAIRMAN FOR THE MEETING**

In the absence of the Chairman, and the Mayor, Councillor P Ward was appointed Chairman for this Meeting, and took the Chair.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors A Hutton (Mayor) and B Smith (Chairman), however both Councillors arrived later in the Meeting (see \*below)

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**4. CONFIRMATION OF NOTES**

The Notes of the Grants Panel Meeting held on 4<sup>th</sup> March, 2024 were received as a true copy and signed by the Chairman on his arrival (Appendix 1)

\*N.B. Councillors A Hutton and B Smith arrived during consideration of the following item.

**5. GRANT APPLICATION FORM**

The members of the Grants Panel considered the newly drafted Application Form, based on the discussions held at the previous Panel Meeting (Appendix 2).

Following a discussion, it was agreed that;

- Q3 – the word 'clearly' to be inserted after 'describe' to form 'describe clearly the services/activities.....';
- Q3 – add '(if insufficient space, please use a separate sheet) after 'to provide';
- Grants Policy 2024 – the revised Grants Policy (see Note 6 below) to be added to the beginning of the Application Form, so that all Applicant organisations are aware of the Council's Policy, prior to submitting an Application.

## **6. GRANTS POLICY**

The Panel considered the draft 2024 Grants Policy, as provided by Councillor P Ward (Appendix 3).

Following a discussion, the following amendments were suggested;

- Numbering to be i – xi, rather than bullet points, to assist referencing the various sections;
- Bullet 2 – change 'April' to 'April/May';
- Bullet 4 – add 'and community groups' after 'local charities';
- Bullet 8 –
  - change 'comprising 7 elected members' to 'comprising a maximum of 7 Members';
  - change 'Assistant to the Town Clerk' to 'a Council Officer';
  - change 'forwarded to the November meeting' to 'forwarded to the following meeting'
- Bullet 9 – change 'April' to 'April/May';
- Bullet 10 – add 'Form' after 'Grant Return'

## **7. RECOMMENDATIONS**

That the Budget & Policy Committee, and Tavistock Town Council, approve and adopt;

- a) the revised Grant Application Form, as appended (Appendix 4);
- b) the revised 2024 Grants Policy as detailed on the drafted Grant Application Form (Appendix 4 above refers);
- c) Assessment of Grant Applications received;
  - Grant Applications of £ 500 or less to be assessed against Q's 1-8, and 13 & 14 only, thereby introducing a more simplified application process for smaller sums;
  - Grant Applications of between £ 501 - £ 2,500 (the maximum) to be assessed against all Q's within the Application Form;
  - a maximum Grant of £ 2,500 to be introduced, with the exception of the Citizen's Advice Bureau which would continue to receive 20% of the overall Grants Budget, subject to the organisation being able to demonstrate that the residents of Tavistock were still benefitting from the service provided;
  - the Grants Panel will receive copies of the Grant Applications received and will make an initial assessment individually to ascertain if they meet the necessary criteria as outlined in the Grants Policy. The members will meet to discuss and agree allocations, with Recommendations then being forwarded to the following Budget & Policy Committee Meeting
- d) Allocation of available funding;
  - if any Applications are received which do not meet the criteria, then these will be disregarded and refused Grant funding;

- for all Applications received, which are eligible for a Grant, if the total requested does not exceed the available Budget, then all applicants will receive the amount requested;
- for all Applications received, which are eligible for a Grant, if the total amount requested exceeds the available Budget then a consistent % reduction will be made to each Application to bring the overall funding below the upper Budget level.

The Meeting ended at 6.40pm.

Chairman .....

Date.....



## Appendix 1

**NOTES** from the **MEETING** of the **GRANTS PANEL** held on **MONDAY 4<sup>th</sup> MARCH 2024** at **5.30pm** in the **COUNCIL CHAMBER, DRAKE ROAD, TAVISTOCK.**

In attendance –

Councillor B Smith - **Chairman**

Councillors A Hutton, N Martin, J Moody, Mrs B Moody, T Munro, P Ward

Assistant to the Town Clerk

### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence, as all members of the Panel were in attendance

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **3. CONFIRMATION OF NOTES**

The Notes of the Grants Panel Meeting held on 23<sup>rd</sup> January, 2024 were received as a true copy and signed by the Chairman (Appendix 1)

### **4. REVIEW OF THE CURRENT APPLICATION AND SCORING SYSTEM**

A general discussion took place with reference being made to;

- that Grants should only be made;
  - to charitable and community organisations;
  - to organisations which predominantly served residents in the Tavistock area;
  - to deliver a project, or make a purchase, but should not be for running costs;
- the potential allocation of funding annually to the Citizen's Advice Bureau (CAB), and whether this should be a fixed sum each year (i.e. £ 4,000) or a percentage of the overall Budget (i.e. 20%). The latter would allow for the Grant to vary, depending on the overall Budget available. Any such Grant funding would be contingent on the organisation being able to demonstrate that the residents of Tavistock were still benefitting from the service provided;
- that any agreed fixed Grant to CAB would only be for the remainder of this Council term (i.e. Grant Applications up to November 2026);
- if a two-tier application system should be introduced, which would allow for a simplified application process for those organisations seeking a smaller Grant, with a more in-depth application process being required for those organisations applying for larger sums. There would, however, be some information and criteria required regardless of the amount being requested. This included, but was not limited to;

- that there must be a Bank account held in the organisation's name, and with at least two signatories;
- the purpose for the funding, and the overall cost of it, must be declared;
- a feedback form must be produced, together with receipts, regardless of the amount of funding allocated.
- if a two-tier system was introduced, it was suggested the lower level would be for Grants up to £ 500, with the upper level starting at £ 501, with maximum Grants of £ 2,500;
- by having an upper limit of £ 2,500 it was hoped that more organisations could be supported rather than larger sums being available to fewer organisations;
- if the remaining Budget, once the CAB Grant had been allowed for, should be allocated as 20% to the lower level Grants (which currently would mean £ 3, 200), with the remainder being allocated to the larger Grants (so currently, £ 12,800);
- if either portion of the Budget was over-subscribed, if all successful organisations should receive a pro-rata amount;
- that the current Town Council Grants Policy would require review, especially in view of potential changes which might come forward;
- any updated Grants Policy would form the front page of the newly amended Application Form, in order that all applicants would be aware of the criteria required to submit a successful Application;
- rather than having a series of questions to be scored for each Application, as currently, that Grants Panel members individually score Applications from 1 – 10, with the average score then being assessed by the Panel to determine the success, or otherwise, of each Application. If there was an over-subscription, then more thorough assessments would be required;
- that commentary would be recorded for each Application, in order that transparency could be achieved as to why one Application scored more highly than another;
- that any new Grant Application Form, Policy and Process should be in place by the end of this Civic Year, in order that it would be implemented for the Grant Application period later in 2024.

Noted That – the Assistant to the Town Clerk undertook to draft a new Grant Application Form based on the discussions above. This would be reviewed at the next Grants Panel Meeting (Note 5 below refers), when the current Grants Policy would also be reviewed.

#### **5. DATE OF THE NEXT GRANTS PANEL MEETING**

Monday 25<sup>th</sup> March 2024 at 5.30pm, in the Council Chamber.

The Meeting ended at 6.55pm.



# TAVISTOCK TOWN COUNCIL

## GRANT APPLICATION 2024

**N.B.**

**Grant Applications for £500 or less** - those organisations applying for a Grant of £ 500 or less are required to answer Q's 1-8 only, plus complete the Declaration at the end of the application form (Q's 13 & 14)

**Grant Applications for between £ 501 and the maximum £ 2,500** – those organisations applying for a Grant of between £ 501 and £ 2,500 are required to answer **all the questions**, plus complete the Declaration at the end of the application form (Q's 13 & 14). They are also required to **provide the documentation** as requested at Q's 9 & 12.

Grant applications for sums greater than £ 2,500 will not normally be considered under this scheme.

**Q1 Contact Details**

Name of organisation making application:

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : ..... First Name: ..... Surname: .....

Position held in the organisation:

.....

Contact Address, including full postcode:

.....

.....

.....

.....Postcode: .....

Contact Telephone Number: .....

Email address: .....

**About your organisation**

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: ( )

Company Limited by Guarantee: ( )

Other – Please specify: .....

**Q3 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe the services/activities you plan to provide.

.....  
.....  
.....

**Q4 a) If you are a subsidiary of a larger organisation, please state which one;**

.....

**b) Please confirm that the grant requested will be used solely to benefit people in Tavistock and that no part of it will be passed on to your parent organisation**

.....



**Details of the project or activities you are planning**

**Q5 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

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Please state how you have identified this need and how the project will benefit the people of Tavistock, together with the estimated time span.

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How many people from the town do you expect to benefit from the project/activity?

.....

**Q6 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have to cover this activity/purchase?

.....  
.....  
.....

ii) Do the leaders have the relevant qualifications and/or experience to facilitate this activity? (where the application is to cover an activity)

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iii) What policies does your organisation have in place (i.e. Health & Safety, Safeguarding etc.) which are relevant to this activity? (where the application is to cover an activity)

.....  
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.....

**Q7 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

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Tell us how much money the project will cost in total:  
£.....

How much money has been raised towards this sum:  
£.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

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**Q8 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: .....

Bank/Building Society name: .....

Bank/Building Society address.....  
.....  
.....

Who are the signatories and what position do they hold in your organisation?

- |   |            |                |
|---|------------|----------------|
| 1 | Name ..... | Position ..... |
| 2 | Name ..... | Position ..... |
| 3 | Name ..... | Position ..... |

**Q9 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy:

.....

**Q10 What criteria will you use to measure the success of the project**

.....  
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.....

**Q11 How many people from the Town do you expect to benefit from the project/activity?**

.....

**Q12 Please provide a copy of your most recent annual audited accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.**

Please attach your most recent audited accounts or financial projections for a new organisation. You need to include these documents with this application.

**Q13 Declaration**

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of .....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

.....

Title ..... First Name: ..... Surname: .....

Contact address:

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Postcode: .....

Telephone: .....

Signed: ..... Date: .....

**Q14 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q13.**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

Please return your completed application form to:

**Town Clerk  
Tavistock Town Council  
Drake Road  
TAVISTOCK  
PL19 0AU**

**Telephone: 01822 613529**  
**Email: [info@tavistock.gov.uk](mailto:info@tavistock.gov.uk)**

**All personal data will be processed lawfully in accordance with the  
General Data Protection Regulations 2018**

**The deadline for the receipt of completed Applications (and associated documents,  
where required) is 1<sup>st</sup> November 2024**



**Tavistock Town Council  
Grants Policy 2024**

- 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 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.
- The deadline for the receipt of grant applications in any given year is the 1st of November. Grants to successful applicants will be awarded in the following April. 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.
- 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.
- The Council is keen to encourage small local charities that 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.
- 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.
- Applications for grants of £501 to the maximum of £2,500 must be accompanied by the following:
  - Evidence that the organisation is properly constituted, for example, a copy of the constitution, Articles of Association, or similar.
  - A copy of independently Audited and signed Accounts for the relevant financial year.
  -
- 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.
- Grant applications will be considered by the Town Council's Grants Panel comprising 7 elected members and supported by the Assistant to the Town

Clerk. The Panel's recommendations will be forwarded to the November 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.

- Representatives of the successful applicants will be invited to the Grants Presentation Evening in April to receive their cheques from the Town Mayor.
- Grant recipients are expected to submit a Grant Return 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 underspent. Failure to submit a grant return may compromise any future applications.
- This Grants Policy will be reviewed in 2027

DRAFT FOR DISCUSSION





### TAVISTOCK TOWN COUNCIL

#### Grants Policy 2024

- 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 in any given year is the 1st of November. 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.

## **GRANT APPLICATION FORM 2024**

**Grant Applications for £500 or less** - those organisations applying for a Grant of £ 500 or less are required to answer Q's 1-8 only, plus complete the Declaration at the end of the application form (Q's 13 & 14)

**Grant Applications for between £ 501 and the maximum £ 2,500** – those organisations applying for a Grant of between £ 501 and £ 2,500 are required to answer **all the questions**, plus complete the Declaration at the end of the application form (Q's 13 & 14). They are also required to **provide the documentation** as requested at Q's 9 & 12.

Grant applications for sums greater than £ 2,500 will not normally be considered under this scheme.

### **Q1 Contact Details**

Name of organisation making application:

.....

Name of your project (if this is different):

.....

Name of contact for this application

Title : .....First Name: .....Surname: .....

Position held in the organisation:

.....

Contact Address, including full postcode:

.....

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.....Postcode: .....

Contact Telephone Number: .....

Email address: .....

### **About your organisation**

**Q2 What type of organisation are you?**

Tick (✓) relevant category:

Registered Charity: ( ) Charity Registration Number .....

Voluntary Organisation: ( )

Company Limited by Guarantee: ( )

Other – Please specify: .....

**Q3 Briefly describe the purpose of your organisation.**

Describe the usual activities/services you provide.

If you are a new organisation, describe clearly the services/activities you plan to provide (should you require additional space, please use a separate sheet of paper).

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**Q4 a) If you are a subsidiary of a larger organisation, please state which one;**

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**b) Please confirm that the grant requested will be used solely to benefit people in Tavistock and that no part of it will be passed on to your parent organisation**

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**Details of the project or activities you are planning**

**Q5 Describe the projects/activities you plan to use this grant for.**

Try to be specific about what you will do and how you will do it.

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Please state how you have identified this need and how the project will benefit the people of Tavistock, together with the estimated time span.

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How many people from the town do you expect to benefit from the project/activity?

.....

**Q6 What, if any, special safety issues are related to your project/activity?**

Please provide the following information –

i) What kind of insurance does your organisation have to cover this activity/purchase?

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ii) Do the leaders have the relevant qualifications and/or experience to facilitate this activity? (where the application is to cover an activity)

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iii) What policies does your organisation have in place (i.e. Health & Safety, Safeguarding etc.) which are relevant to this activity? (where the application is to cover an activity)

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**Q7 Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).**

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

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Tell us how much money the project will cost in total:  
£.....

How much money has been raised towards this sum:  
£.....

Please list the amounts and sources of funds that you expect to receive for other funding sources.

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**Q8 Please give us your bank or building society account details**

You can only apply for a grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: .....

Bank/Building Society name: .....

Bank/Building Society address.....  
.....  
.....

Who are the signatories and what position do they hold in your organisation?

1 Name ..... Position .....

2 Name ..... Position .....

3 Name ..... Position .....

**Q9 Does your organisation have an agreed constitution or Memorandum of Association?**

Please state which and attach a copy:

.....

**Q10 What criteria will you use to measure the success of the project**

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**Q11 How many people from the Town do you expect to benefit from the project/activity?**

.....

**Q12 Please provide a copy of your most recent annual Audited Accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.**

Please attach your most recent Audited Accounts or financial projections for a new organisation. **You need to include these documents with this application.**

**Q13 Declaration**

Please give details of a senior member of your organisation.  
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of .....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation:

.....

Title ..... First Name: ..... Surname: .....

Contact address:

.....

.....

.....

.....

.....

..... Postcode: .....

Telephone: .....

Signed: ..... Date: .....

**Q14 Signature of Person Completing the Application**

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q13.**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

**Please return your completed application form to:**

**The Assistant to the Town Clerk  
Tavistock Town Council  
Drake Road  
TAVISTOCK  
PL19 0AU**

**Telephone: 01822 613529  
Email: [info@tavistock.gov.uk](mailto:info@tavistock.gov.uk)**

**All personal data will be processed lawfully in accordance with the  
General Data Protection Regulations 2018**

The deadline for the receipt of completed Applications (and associated documents, where required) is 1<sup>st</sup> November 2024