



Okehampton Town Council

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Grants Policy

Each year, Okehampton Town Council (the Council) agree a grants budget which may be expended in supporting community organisations and groups that can demonstrate a benefit to the Okehampton community.

Grant applications will be considered on their individual merits. All grant funding must be applied for and it should not be assumed that a successful outcome in one year will lead to a follow-on grant in a subsequent year.

Applications are considered at meetings of the Policy & Resources Committee, depending upon the amount requested, full Council may be required to ratify the decision. Dates of meetings are published on the Council's website www.okehampton.gov.uk

Applications will normally fall into one of two categories:

- Small Grants – applications for an amount not exceeding £500 (typically £200-£300) usually for specific items of equipment that will enable or enhance the applicant organisation's ability to fulfil its purpose
- Larger Grants – service-orientated grants that support an organisation in its basic service delivery, where demonstrable evidence can be provided by the applicant that pressing community need(s) are being addressed.

Applications must meet the criteria set out below:

- The burden of provision of evidence of community benefit falls to the applicant.
- Grants may be awarded to voluntary groups, not-for-profit organisations and charities operating in Okehampton where the benefit will accrue directly to the residents of Okehampton.
- Applications from regional or national organisations are welcomed but the application must clearly identify and quantify the benefit to Okehampton and its residents.
- Grants will not be awarded to individuals, commercial or profit-making organisations, political groups or those promoting a specific religious belief.
- Applications for items which have already been purchased or for events that have taken place will not be considered.
- Wherever appropriate, grant applicants are encouraged to apply to other parish councils or grant awarding bodies in the area. For example, an increasing proportion of Okehampton residents live within Okehampton Hamlets Parish.

Procedure

- Applications for Small Grants must be made on the application form (available on the website, or from the Town Hall) and returned to the Town Clerk.
- Applications for Larger Grants (i.e. exceeding £500) should be made in the form of a letter, explaining:
 - the reason for the application
 - the amount requested

- the benefit to Okehampton residents
- a statement of accounts for the most recent accounting year and
- an endorsement from an independent party – (i.e. not a member of the applicant organisation) specifying how the application would be beneficial to Okehampton.
- If any grant or part of a grant is used for purposes other than those for which it was awarded, the recipient may be required to repay the grant to the Council.
- Where a group has been successful in being awarded a grant, the Council will not consider a further application from that applicant in the same financial year (April – March)
- Recipients of grants must complete, within 8 weeks of the completion of the project of event for which the grant was awarded, a feedback form or report for the Town Council, including photographs and/or receipts if appropriate, showing how the grant has been used and what benefits have resulted from its use. Future grants will not be considered unless a feedback form has been received. The Town Council reserve the right to use feedback for public information purposes.
- The amount of an award will be at the sole discretion of the Council, who also reserve the right to refuse an application which, in their judgement, does not fit the criteria.