



Okehampton Town Council

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DRAFT Grant Policy

Each year, Okehampton Town Council (the Council) agree a grants budget and are pleased to be able to offer financial support to those local organisations and groups that can demonstrate a benefit to the Okehampton community. This is a limited amount and once it has been allocated the Council will not be able to consider any further applications during the financial year.

From 1st April 2023 grants will be considered twice yearly at meetings of the Policy & Resources Committee in May/June and again in November/December, meeting dates are published on the Council's website www.okehampton.gov.uk.

Applications for consideration in May/June must be received by the Friday of the 2nd week of March and those for consideration in November/December must be received by the Friday of the 2nd week of September.

Grant applications will be considered on their individual merits. It should not be assumed that a successful outcome in one year will lead to a follow-on grant in a subsequent year.

Two categories of grant are available:

Small Grants – applications for amounts up to £500 that will enable or enhance the organisation's ability to fulfil its purpose.

Large Grants – applications for amounts exceeding £500 that support an organisation in its basic service delivery and where community needs are being met. Depending upon the amount requested, full Council may be required to ratify the decision.

Each application will be considered on its individual merits prior to approval at a meeting of the Policy & Resources Committee. All grant applications must meet the application criteria as follows and the burden of provision of evidence of community benefit falls to the applicant:

Application Criteria:

- Grants may only be awarded to voluntary groups, not-for-profit organisations and charities operating in Okehampton, where the benefit will directly benefit the residents of Okehampton. Regional or national organisations may apply if the direct benefit to Okehampton Town residents can be demonstrated.
- Grants to individuals, commercial organisations, profit-making organisations, or political groups will not be considered.
- Grants will not be awarded to religious groups unless it can be shown the activity will be open to residents of any religion, or none.
- Award of grants that will contribute to repair or maintenance of church property is prohibited by the Local Government Act, with some exceptions, for example cemeteries and town clocks. The applicant of a grant of this nature is advised to contact the Town Clerk for advice prior to submission.

- Applications must be submitted directly from the activity organiser(s) and not through a third party.
- Retrospective applications will not be considered, for example for past events, or items already purchased.
- Any amount awarded is at the discretion of the Council and successful applicants may be awarded less than the amount applied for. Applications may be refused where it is felt the application criteria has not been met.
- There should be no assumption that a successful application will guarantee approval in subsequent years.
- A maximum of one application per financial year (1st April to 31st March) will be considered.
- Applicants are encouraged to apply to other local organisations where appropriate, including Okehampton Hamlets Parish Council if it meets their application criteria.
- Applicants need to be aware that all grants must directly benefit Okehampton Town residents and not just those from the wider area. Evidence of user numbers is required to be provided where both Okehampton Town residents and those from other areas will benefit.
- Grant monies not used for the purpose stated on the application, or are found to duplicate successful applications to other funders, may be required to be repaid to the Council.
- Recipients of grants must complete, within 8 weeks of the completion of the project or event for which the grant was awarded, a feedback form or report to the Town Council. This can include photographs, receipts or other evidence of how the grant benefited the residents of Okehampton. **Future grants will not be considered unless a feedback form has been received.**

Application Procedure

Small Grant applications must be made on the application form (available on the website, or from the Town Hall) and returned to the Town Clerk.

Large Grants applications must be made in the form of a letter, giving:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- a statement of accounts for the most recent accounting year

Applications will be checked against the criteria by the Chairman and Vice-Chairman of the Policy & Resources Committee along with the Town Clerk. Those that meet the requirements will then be considered by the Committee.

Applicants will also need to disclose any close connection the organiser/s have with anyone who would directly benefit financially from the award of the grant.

The Council reserve the right to use feedback for public information purposes and refuse an application which in their judgement does not fit the criteria and there is no right of appeal.

**Okehampton Town Council
Grant Application Criteria Checklist (for internal use)**

Name of Applicant/Organisation	
Amount Requested:	£
Application considered by:	
Date:	
Recommended to P&R Committee for consideration of a grant	Yes/No

Application Criteria	Yes/No	Evidence Needed	Criteria Met (tick or cross)
Is the organisation operating in Okehampton?	Yes- continue with application No- reject	Address	
Has evidence been produced to show the organisation is properly formed?	Yes- provide evidence No- reject	Bank account, Minutes of meetings, Audited accounts, Charity number etc	
Is the applicant a religious organisation?	Yes- provide evidence that the activity is not restricted by religious criteria. Otherwise-reject		
Is the applicant an individual, commercial or profit-making organisation, or a political group?	Yes- reject No- continue with application		
Is the applicant a regional or national organisation?	Yes- can they demonstrate the benefit to residents of Okehampton No- reject		
Is the application from a third party and not the organiser?	Yes- reject No- continue with application		
Has the event already taken place, or has item already been purchased?	Yes- reject No- continue with application	Dates of future planned activity or planned purchase of items (receipts once purchased)	

Has the organisation already received a grant in this financial year?	Yes-reject No- continue with application	Date of any previous application, if any	
Has the organisation applied elsewhere for the same event/item?	Yes- provide evidence requested No- continue with application	Request breakdown of costs evidencing the benefit to Okehampton residents and use of grant funding	
Will the grant benefit both Okehampton residents and those from the wider area?	Yes- provide evidence requested If none provided reject No- continue with application	Evidence of percentage benefit for OTC residents and OHPC residents	
Has the organisation received a grant in previous years?	Yes- if grant feedback provided If not-reject No- continue with application	Previous feedback form.	