

GRANT APPLICATION FORM



Okehampton Town Council

About your Group or Organisation

Name of group/organisation/charity:

OKEHAMPTON FAIRTRADE GROUP

Registered Charity Number (if applicable):

Registered address: N/A

Contact name and address (if different):

Email:

Contact's role within organisation: COORDINATOR

Please give brief details of the principal role of the organisation: TO PROMOTE UNDERSTANDING OF FAIRTRADE ISSUES ENCOURAGING LOCAL RESIDENTS TO CONSIDER THEIR PURCHASING CHOICES AND THE IMPACT THEY CAN MAKE.

Are you, or your organisation, the organiser of the event/activity? Yes / No

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes / No

If yes, please provide details of the connection and how they would benefit:

Local Involvement

How does the organisation benefit the community of Okehampton? BY PROMOTING FAIRTRADE IN THE LOCAL COMMUNITY WE HOPE TO PROVIDE INFORMATION ABOUT THE BENEFITS TO THIRD WORLD PRODUCERS HOW MANY PEOPLE IN TOTAL USE YOUR ORGANISATION? IT ALSO HELP MAINTAIN FAIRTRADE TOWN STATUS OUR EVENTS ARE OPEN TO ALL THE COMMUNITY WE USUALLY ATTRACT 40-50 people AT EVENTS.

Of the total number of beneficiaries, approximately how many reside in:

a) Okehampton? 36

b) Okehampton Hamlets? 3

Average number of Okehampton beneficiaries attending each meeting/activity? <sup>Steering group & NUMBERS AT</sup> EVENTS VARY 20-45

Number of meetings/activities per year? Average 6

### About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

THE GRANT WOULD BE USED FOR EXPENSES INCURRED AT A FAIRTRADE COMMUNITY FEAST TO BE HELD ON SAT. OCT 3RD AT THE END OF FAIRTRADE FORTNIGHT. A WELCOME WILL BE EXTENDED TO ALL OKEHAMPTON RESIDENTS

The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

80% Town Council 20% Hamlets

Percentage estimated from supporter distribution some attendees also come from surrounding villages.

Please supply full costings of the project, equipment or activity:

HALL RENTAL - £50 SPEAKER TRANSPORT

CONTRIBUTION £30 REFRESHMENTS £20 SPEAKER FEE £50

What is the amount of grant requested? £100

Are you contributing matched funding? NO

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known
OKEHAMPTON HAMLETS	£50	

Is your organisation running fundraising activities for this project? NO

When do you anticipate the money will be spent (date)? 3/10/26

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year's budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £400 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: .....
- By BACS: Bank Name: TSB .....

Account Name: OKEHAMPTON FAIRTRADE GROUP .....

Account Number: .....  
.....  
.....

If your application is successful, the Town Mayor would like to hold the Grant reservation Calendar at a date to be agreed. Please indicate below any relevant contact details for the reservation Calendar.....  
.....  
.....

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant ..... Dated 19/5/26 .....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [www.okehampton.gov.uk/documents](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.

## Okehampton Fairtrade Group Budget proposals 2025/26

Fairtrade Fortnight Expenses £140 ( covered by grants received in previous Financial Year.)

Purchase of Goods for Fairtrade Hamper for World Fairtrade Day £ 26  
Ticket sales hope to cover this and give some excess.

Printing of Bake it Fair Leaflet for June Event £50

Okehampton Show expenses £40

Edwardian Evening Fairtrade Hot chocolate resources hopefully donated by Co-op and Waitrose.

Fairtrade Fortnight Coffee morning donations expected possibly £75

Expected Fairtrade Fortnight Expenses £150

**Okehampton Fairtrade Group  
Receipts and Payments Account for year ended 30<sup>th</sup> September 2025**

**RECEIPTS.**

Okehampton Town Council grant	£90.00	Speaker expenses	£25.00
Okehampton Hamlets Council grant	£50.00	Cream Tea event	£87.67
Quiz evening takings	£591.00	Quiz Night costs	£377.82
Coffee Morning	£42.00	Okehampton Show costs	£82.35
		Miscellaneous expenses	£7.50

**Total receipts** **£773.00**

Bank balance 30/09/2024 # £616.95

**£1,389.95**

**PAYMENTS**

**Total payments** **£580.34**

Bank balance 30/09/2025 £809.61

**£1,389.95**

**Chairperson:**

**Treasurer:**

I confirm that I have examined the bank statements and supporting documents, and they agree with the account shown above.



# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity: Parochial Church Council of the Ecclesiastical Parish of All Saints Church Okehampton in the Diocese of Exeter. .... Okehampton Town Council

Registered Charity Number (if applicable): 1214148.....

Registered address: The Rectory, Church Path Okehampton EX20 1LE.....

Contact name and address (if different): Michele Flexman, .....

Email: ..... Phone/mobile: .....

Contact's role within organisation: Chair of the Church Hall Sub-committee.....

Please give brief details of the principal role of the organisation: All Saints Church Hall seeks to provide welcoming and accessible space for a wide range of community groups offering activities from the recreational to the creative, social and cultural.....

Are you, or your organisation, the organiser of the event/activity? Yes / -  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? / No

If yes, please provide details of the connection and how they would benefit: .....

## Local Involvement

How does the organisation benefit the community of Okehampton? The Church Hall has undergone and extensive refurbishment bringing heating and toilets up to date, and is especially popular with the diverse groups of Okehampton people for it's inviting space, well equipped kitchen and central position. We are particularly proud of the fact that recent work has made it fully accessible to those with special needs and that our toilets are fully compliant.

How many people in total use your organisation? ...

An average week sees approximately 450 people using the Hall.....

Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? 280.....
- b) Okehampton Hamlets? 130.....

Average number of Okehampton beneficiaries attending each meeting/activity? Impossible to assess as the hall users are members of the groups which hire the hall, and while we have received numbers from most of the groups we don't have personal details of the attendees.....

Number of meetings/activities per year? Approx. 22 groups meet each week in the hall.....

**About the Grant**

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

We wish to resurface the Hall car park. It is starting to break up and the surface is somewhat undulating so in rain a lot of puddles are created. This can be a problem for people with mobility issues whether or not they use walking aids, and a nuisance for the able bodied. ....

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The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

In my estimated figures above I have given Okehampton Town 62% Hamlets 29% and the remaining 9% from beyond the Okehampton boundaries.....

.....

Please supply full costings of the project, equipment or activity: .....

We have received two quotations ~ £8,520 from Sam Donaldson and £6,016.50 from Michael Vanstone We will be approaching Michael Vanstone to do the work.....

.....

What is the amount of grant requested? £ 400.....

Are you contributing matched funding? Yes.....

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known
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## Receipts and Payments

for the Period 1 January 2025 to 31 December 2025

CHURCH RECEIPTS	Note	General	Restricted	Total 2025	2024
Regular Giving		4,026		4,026	4,833
Offerings		8,194		8,194	5,897
Parish giving scheme		14,242		14,242	17,971
Gift Aid and GASDS		5,653		5,653	8,126
Gift aid Hall		-		-	1,748
LPOW VAT reclaim		-		-	1,567
Fee income		2,766		2,766	4,940
Grants	1	7,500		7,500	9,360
Donations	2	50	3,000	3,050	1,035
Fundraising	3	1,838		1,838	4,451
Legacy	4	8,175		8,175	5,000
Sunday Coffee		432		432	390
Dividends	5	930		930	908
Rector's Retirement		775		775	
RSCM contribution				-	90
Candlestand donations				-	16
Wallsafe donations				-	40
Donation to friends fabric				-	160
Hall G2GG				-	12,753
Wardens re-imbuse expenses				-	151
Closure wardens account				-	718
Bell Ringer Transfer			4,480	4,480	
Bank Interest/Refund		132		132	76
		54,713	7,480	62,192	80,230
<b>HALL RECEIPTS</b>					
Hall Lettings		10,606		10,606	7,749
Donations		320		320	13,338
Grants	6		48,783	48,783	52,803
Fundraising				-	11,100
Sundry		250		250	27
Income tax recovery				-	1,296
		11,175	48,783	59,959	86,313
<b>TOTAL RECEIPTS</b>		65,888	56,263	122,151	166,543

**Annual Report and Financial Statements of the Parochial Church Council 2025**

<b>CHURCH EXPENSES</b>	<b>Note</b>	<b>General</b>	<b>Restricted</b>	<b>Total 2025</b>	<b>Total 2024</b>
Common Fund		29,688	-	29,688	30,799
Northmoor Ministry Team	7	2,940	-	2,940	3,072
Electricity		1,523	-	1,523	1,770
Heating		3,247	-	3,247	3,928
Insurance		5,034	-	5,034	5,001
Church Maintenance/Repair		-	3,009	3,009	4,713
Catering Costs		543	-	543	
Salaries for organists		4,112	-	4,112	3,639
HMRC for salaries		368	-	368	1,203
EazyPaye for payroll		122	-	122	239
Church Supplies		552	-	552	249
Church Cleaning		875	-	875	659
Cost of Fundraising		312	-	312	545
Donation to Charities	8	58	1,826	1,884	992
CCLI License		194	-	194	324
RSCM		219	-	219	213
Community Grant WLTD0		-	-	-	1,998
photocopying		204	-	204	108
Hall Expense		40	-	40	15,421
Advert for new incumbent		367	-	367	
Organ Maintenance		-	350	350	341
Flowers			229	229	354
Defribulator			82	82	
Officers Leaving			395	395	
Training LLM			220	220	
Lloyds Bank Charges		302	-	302	313
Mission		368	-	368	-
Rector's Retirement		1,128	-	1,128	-
Other				-	216
		<b>52,197</b>	<b>6,111</b>	<b>58,308</b>	<b>76,097</b>
<b>HALL EXPENSES</b>					
Electric		1,970		1,970	4,790
Cleaning		2,153		2,153	1,627
Insurance		629		629	615
Fire extinguisher service		159		159	238
Renovation project			47,511	47,511	76,098
Sundry		1,701		1,701	974
Music license		85		85	85
Cost of fundraising				-	1,143
Broadband		322		322	
Bank Charges		30		30	
		<b>7,049</b>	<b>47,511</b>	<b>54,560</b>	<b>85,570</b>
<b>TOTAL EXPENSES</b>		<b>59,245</b>	<b>53,623</b>	<b>112,868</b>	<b>161,667</b>

## Statement of assets and liabilities

	Church £	Hall £	ALL £
Opening Balance at 1st January 2025	30,397	6,131	36,528
Receipts in 2025	62,192	59,959	122,151
Payments in 2025	(58,308)	(54,560)	(112,868)
Balance at 31 December 2025	34,281	11,530	45,811

Represented by	Church £	Hall £	ALL £
Lloyds Bank PCC Current Accounts	10,149.23		10,149
Lloyds Bank Instant Access Deposit	25,132.08		25,132.08
Lloyds Bank Church Hall Account		10,377	10,377
Petty Cash		153	153
	35,281.31	10,530.02	45,811

### FUND BALANCES

Unrestricted Funds	1 Jan '25	movement	31 Dec '25
Church unrestricted	12,184	3,516	15,700
Hall unrestricted	2,492	3,127	5,619
<b>Total Unrestricted</b>	<b>14,676</b>	<b>6,643</b>	<b>21,319</b>

Restricted Funds	1 Jan '25	movement	31 Dec '25
<u>Organ Fund</u> : for the maintenance and repairs of the Church Organ	695	(350)	345
<u>Friends Fabric Fund</u> : for maintenance and repairs to the fabric of the Church	9,509	(3,009)	6,500
<u>Improvements Fund</u> : (formerly the 'Flush Fund') for improvements to the facilities and environment of the Church.	7,706	-	7,706
<u>Flower Fund</u> : to purchase flowers for displays in the Church.	301	218	519
<u>Church Hall Fund</u> : For the refurbishment of the Church Hall.	3,639	1,272	4,911
<u>Defribulator Fund</u> : for maintenance of church defribulator.	-	30	30
<u>Bell Ringer Fund</u> : for the upkeep of the church bells.	-	4,481	4,481
<b>Total Restricted</b>	<b>21,850</b>	<b>2,641</b>	<b>24,492</b>

### Endowment Fund held by the Diocese of Exeter

The Diocese of Exeter holds permanent endowment funds amounting to £32,121 as of 31 December 2025, from which we receive dividends (Note 5).



Okehampton Town Council

# GRANT APPLICATION FORM

## About your Group or Organisation

Name of group/organisation/charity: **OKEHAMPTON YOUTH FOOTBALL CLUB**

Registered Charity Number (if applicable):

Registered address:

Contact name and address (if different):

Email: **hannah@okeyouth.co.uk**

Phone/mobile:

Contact's role within organisation: **COMMITTEE MEMBER/ UNDER 8S COACH**

Please give brief details of the principal role of the organisation: **TO ENCOURAGE YOUNG PEOPLE INTO GRASSROOTS FOOTBALL , TO OFFER SUPPORT AND TEACHING MEMBERS VALUABLE LIFE SKILLS SUCH AS TEAMWORK, RESPECT, HONESTY, LOYALTY AS WELL AS HELPING YOUNG PEOPLE MAINTAIN A HEALTHY OUTLOOK BOTH PHYSICLALY AND MENTALLY.**

Are you, or your organisation, the organiser of the event/activity? **Yes**  
Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? **No**

If yes, please provide details of the connection and how they would benefit:

## Local Involvement

How does the organisation benefit the community of Okehampton? **OKEHAMPTON YOUTH FOOTBALL CLUB ENCOURAGES YOUNG PEOPLE INTO THE WORLD OF GRASSROOTS FOOTBALL. IT IS AN INCLUSIVE CLUB FOR BOTH MALE AND FEMALE PARTIES FROM AGES OF 6 UP TO 18 YEARS OF AGE. ITS MANY VOLUNTEER COACHES WORK TIRELESLLY TO PROVIDE A SAFE ENVIRONMENT FOR YOUNG PEOPLE TO INCREASE THEIR CONFIDENCE AND LEARN VITAL LIFE SKILLS WHICH CAN BE TAKEN INTO ADULT LIFE. GRASSROOTS FOOTBALL IS MORE THAN JUST A SPORT. IT EMBODIES TEAMWORK AND RESPECT IN PARTICIPANTS, ENCOURAGES LOYALTY AND HONESTY AND REWARDS GOOD BEHAVIOUR BOTH IN AND OUT OF THE FOOTBALL ENVIRONMENT. TEAMMATES CAN BECOME FRIENDS FOR LIFE AND THE HEALTH BENEFITS OF CONTINUED ACTIVITY LEADS TO BETTER PHYSICAL AND MENTAL HEALTH.**

.....  
.....  
.....  
How many people in total use your organisation? ...

**THE CLUB HAS 11 TEAMS FROM AGE 6 -18, WITH APPROX 20 PLAYERS PER TEAM THE CLUB HAVE OVER 220+ YOUNG PEOPLE.**

Of the total number of beneficiaries, approximately how many reside in:

a) Okehampton? 75%

b) Okehampton Hamlets? 25%

Average number of Okehampton beneficiaries attending each meeting/activity? 220

Number of meetings/activities per year? **TRAINING AND MATCHES COVER 10 MONTHS OF THE YEAR ON VARIOUS DAYS OF THE WEEK**

### About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

**THE CLUB ARE CONTINUALLY HAVING TO REPLENISH AND IMPROVE EQUIPMENT SO ALL PLAYERS CAN PARTICIPATE AND ENJOY GRASSROOTS FOOTBALL. WITH INCREASED REGISTRATION FEES/MATCH COSTS ETC GRANTS LIKE THIS ONE ARE ESSENTIAL TO BUY EQUIPMENT. AT THE START OF EACH SEASON THE CLUB HAS TO BUY BALLS/BIBS AND OTHER EQUIPMENT TO REPLACE OLD OR WORN ITEMS. CHANGES TO FOOTBALL SIZES DEPENDING ON AGE GROUPS MEAN NEW BALLS/MATCH BALLS ARE NEEDED EVERY YEAR AT A CONSIDERABLE COST.**

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.....  
The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

**A HIGH MAJORITY 90% OF MEMBERS ARE FROM THE OKEHAMPTON TOWN AND IMMEDIATE HOUSING ESTATES THAT FALL INTO THE HAMLETS. THE MAJORITY OF PLAYERS THAT PLAY, LIVE IN WHAT IS CONSIDERED OKEHAMPTON (INCLUDING THE NEW ESTATES) .**

**WITH MANY SMALLER TEAMS IN THE OUTLYING VILLAGES ATTRACTING THEIR OWN RESIDENTS OKEHAMPTON YOUTH FOOTBALL IS PREDOMINANTLY AIMED AT THOSE LIVIGN WITHIN THE TOWN.**

Please supply full costings of the project, equipment or activity: .....

**WITH EACH NEW SEASON BALLS ARE REQUIRED TO REPLACE LOST OR DAMAGED BALLS. A BAG OF 10 MITRE FOOTBALLS COST APPROX £75. THIS SEASON THE CLUB WILL NEED AT LEAST 5 NEW BAGS OF BALLS TO COVER THE SIZE CHANGES. THIS WILL COST THE CLUB IN EXCESS OF £375** .....

What is the amount of grant requested? **£ 375** .....

Are you contributing matched funding? **THE CLUB IS NOT DIRECTLY MATCH FUNDING BUT ONGOING FUNDRAISING AND GRATN APPLICATION/SPONSORSHIPS ARE BEING SOUGHT FOR THE CONTINUED RUNNING OF THE CLUB.** .....

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known

Is your organisation running fundraising activities for this project? **NOT DIRECTLY FOR THIS PROJECT BUT IN GENERAL** .....

When do you anticipate the money will be spent (date)? **AUGUST/SEPTEMBER FOR THE NEW SEASON**  
**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? **YES**
- Your project/activity will directly benefit the residents of Okehampton? **YES**
- Copies most recent accounts/budget/governing document enclosed **YES**
- Is your application retrospective? **NO**
- Have you received or been awarded a Town Council grant within this financial year? **NO**
- Have you completed and submitted a feedback form or report for any previously awarded grant? **NO**

All applications must include:  
a statement of accounts for the most recent accounting year  
a copy of the governing document  
a copy of the current year's budget  
costings if applying for a specific project  
confirmation that other funding has been/will be applied for

Additionally, grant applications of over £400 must be accompanied by a letter, describing:  
the reason for the application  
the amount requested  
the benefit to Okehampton Town residents  
where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

OAYFC 23/24 ACCOUNTS SUMMARY

	OUTGOINGS				NOT COMPLETE
	22/23	23/24	24/25	25/26	
7					
8	DEVON REG FEES	£770.00	£887.00	£261.00	£1,706.50
9	DEVON FA FINES	£153.00	£99.00	£222.00	£316.00
10	EDYL FINES	£70.00	£130.00	£90.00	£390.00
11	EDYL REG FEES	£440.00	£440.00	£440.00	
12	PITCH FEES	£6,522.75	£10,973.50	£14,866.87	
13	REF FEES	£823.00	£845.00	£2,220.00	£1,945.00
14	INSURANCE?	£0.00	£353.00	£0.00	£0.00
15	EQUIPMENT KIT	£2,874.92	£7,322.40	£6,761.85	£3,190.07
16	TRAINING/OBS	£925.00	£230.00	£504.95	£553.50
17	SUNDRIES	£2,411.25	£5,359.44	£3,876.97	£2,410.00
18	TROPHIES	£3,493.73	£1,110.62	£1,418.99	£1,191.31
19	TOTAL	£16,483.86	£27,750.16	£30,662.33	£26,454.73

	INCOME			
	IN 22/23	23/24	24/25	25/26
	£15,779.21	£19,454.54	£22,569.83	£23,329.43
CLUB REG FEES	£46.00	£200.00	£952.00	£1,820.00
DONATIONS	£66.00	£48.00	£120.00	£12.00
FINES	£66.85	£0.00	£1,798.10	£0.00
FUNDRAISING				
TOTAL	£15,978.06	£19,702.54	£25,349.93	£25,161.43

Our outgoings for EADYL fines in 25/26 are £900. We have only received back £121 (Gavin Chapman).

Includes £972.32 spent by Matt Hawke - sponsor money.  
 Includes £105 each a trophy for the 2023/24 36 and 2024/25