



Okehampton Town Council

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Grant Policy 2027/28

Okehampton Town Council has the power to give financial help to local organisations to assist them to achieve their aims and purposes where they can demonstrate a benefit to the residents of Okehampton.

The Council has a policy of only assisting truly local, properly constituted community groups. This is defined to mean those organisations based in Okehampton or national bodies with an independent branch in Okehampton.

The Grants budget is a discretionary limited amount and once it has been allocated the Council will not be able to consider any further applications during the financial year. Applications will be considered by the Policy & Resources Committee annually in January.

Each Grant application will be considered on its own merits. It should not be assumed that a successful outcome in one year will lead to a follow-on grant in a subsequent year. The Council reserve the right to use feedback for public information purposes and to refuse an application which in their judgement does not fit the criteria. There is no right of appeal.

The deadline for the receipt of Grant Applications for the 2027/28 financial year is [30th September 2027](#)

Two categories of grant are available:

Small Grants – Up to £250

Large Grants - Between £251 and up to £2,500

Application Criteria

All applications must meet the criteria as follows, including clear demonstration of benefit to residents of Okehampton for which the burden of provision of evidence of community benefit falls to the applicant.

[Only applications that meet the criteria, including submission of all required documentation by the deadline of 30th September, will be considered. Applications that exceed the maximum amount of £2,500 will be rejected.](#)

In some cases, evidence that the total costs have been secured for the project may be required before any grant that may be awarded is paid

Criteria for both large and small grants:

- Grants will only be awarded to properly constituted voluntary groups, not-for-profit organisations and charities where evidence of a direct benefit to the residents of Okehampton can be demonstrated.
- The Council is unable to consider Grants to individuals, commercial organisations, profit-making organisations, community interest companies or political groups
- Grants will only be awarded to religious groups if it can be shown the activity will be open to residents of any religion, or none.

- Applications must be submitted directly from the activity organiser(s) and not through a third party. Payment of any grant awarded will be made directly to the activity organiser(s).
- Retrospective applications will not be considered, for example for past events, or items purchased prior to the application deadline date of 30th September.
- 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 grant applications will not be considered unless a feedback form has been received.**

Applications

All grant applications must be made on the application form (available on the website, or from the Town Hall) and returned to the Finance Officer with the information as appropriate.

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

Small Grant Application must include:

- the most recent bank statement
- income and expenditure from the most recent accounting year
- a copy of the governing document or constitution (on first application to the council for a grant, or as may be requested)
- full costings to support the application

Large Applications must include:

- a statement of accounts for the most recent accounting year, including income and expenditure details
- a copy of the governing document (on first application to the council for a grant, or as may be requested)
- a copy of the current year's budget
- full costings to support the application
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.
- confirmation that other funding has been/will be applied for

Applications that meet the criteria will be reviewed by the Town Council's Grants Panel comprising of a maximum of 5 Councillors, supported by an Officer. The Panel's

recommendations will be further considered by the Policy & Resources Committee in January at a meeting that is open to the public to attend and will be Livestreamed.

Representatives of the successful applicants will be invited to the Annual Town Assembly in March for a presentation by the Town Mayor.