



# CAMELFORD TOWN COUNCIL

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## Grants Policy

Adopted 5 August 2021

### Application procedure

For the purpose of requesting financial support, applications may be submitted at any time during the year - Camelford Town Council (CTC) meet twenty-two times per year where applications received may be considered. The final decision as to whether an award is made will rest with CTC.

Applications for organisations must be submitted on an application form and be accompanied by the documentation requested, i.e. the latest balance sheet, a copy of the constitution and a statement of how the application will promote or improve the social, economic and environmental well-being of the parish or parishioners. Any supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation. CTC reserves the right to request any additional information to aid determination of the grant.

Once it has been decided by CTC if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer.

### Eligible applicants

Any charity, voluntary group or community organisation may apply. CTC must be satisfied that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Camelford Town Council area. While grants will be made only to organisations working for or helping the people of Camelford, if assistance is also made available to residents from the surrounding parishes this will not be a disqualification.

CTC will not fund activities of a political nature. CTC promotes equal opportunities.

CTC will not award grants to national organisations which do not have a direct specific benefit to the people of Camelford or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body.

Organisations will not be given a grant more than once a financial year.

## Conditions of funding

The following conditions will apply:

- Organisations should be properly constituted, with a written constitution and appointed officers;
- Grants will only be considered if submitted on the appropriate form to the Town Clerk (available from the Clerk's office or downloaded from the website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
- If the project is relying on funding from CTC it should not be started until an offer letter has been received;
- Grants will not be awarded retrospectively for work, goods or services;
- Grants may be awarded for less than the amount requested;
- Grants will not be awarded to finance running costs, salaries or wages;
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;
- CTC will require surplus funds to be returned;
- The grant must be used only for the purpose for which the application was made.
- CTC's decision will be final.