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<b>Grant application form</b>				
Name of organisation				
Organisation type (tick one only)	Community Group	Registered Charity	Voluntary Organisation	Statutory Agency
Company/Charity Number if applicable				
Name of main contact				
Address for correspondence				
Daytime telephone number				
Email address				
Please describe the purpose of your organisation and how it benefits communities in the Camborne Parish.				
Grant requested from Camborne Town Council				
*Please describe what you want to do with the grant.				
Estimated start and end date for the project/activity				
*How do you know there is a local need for your project/activity? Please give recent evidence.				
Who and how many people in the Camborne Parish will benefit from your project/activity?				
How long have you been fundraising?				

Have you applied for a grant from Camborne Town Council before?  
If so, when did you apply and how much were you awarded?

Please give a detailed breakdown of the costs of your project/activity.

Please tell us how you will fund your project/activity, giving details of any funding already obtained or applications made.

**Please attach your last financial statement or set of accounts to this application. If you are unable to provide this information, please tell us why.**

Name of payee (this must be a group or association and cannot be an individual)

**Declaration**

I declare that to the best of my knowledge the information I have provided on this application form is correct and the grant will be used for the purpose stated.

Signature of applicant

Date

Name (please print)  
Position held

Please check that your form has been fully completed and signed; incomplete or unsigned applications will not be considered.

\*Please attach a continuation sheet if there is not enough space on this form.

**OFFICE USE ONLY**

Form signed and completed		Meets criteria	
Accounts included		Saved for next meeting available	

Camborne Town Council has a Privacy Policy in line with current General Data Protection Regulations (GDPR). Please use the link below to view our Privacy Notice:

<http://www.camborne-tc.gov.uk/general-data-protection-regulations-gdpr>

# **Grant Application Policy & Process**

Camborne Town Council is funded by the people living in the parish of Camborne and therefore, has limited resources. The Council is committed to supporting and helping local community groups improve the quality of life for Camborne residents and does this by providing grants. The Council's grants award policy aims to ensure that all grant applications are treated equally, grants awarded provide value for money and that all awards are within the legal powers of the Council.

## **Principles**

Grants will be awarded based on the following principles:

- Assistance will be given on the basis of need, merit and contribution to the community;
- Applicants must clearly show how the grant will benefit people living in the Camborne parish;
- Any grant awarded may be subject to ongoing monitoring and evaluation;
- Equality of opportunity;
- Organisations should not make a presumption that funding will continue on a year on year basis.

Camborne Town Council uses the following criteria to decide on grant applications:

- Adherence to the grants policy process;
- Level of benefit to the parish of Camborne;
- The difference the project will make to the lives of Camborne residents;
- Evidence of a well managed group, including previous experience;
- Financial viability and sustainability of the project;
- Evidence that funding has been sought from other sources, including your own fund raising;
- Funds remaining in the budget for the current financial year for organisations/projects of your kind.

The Council reserves the right to award less than the amount requested or to reject an application.

Camborne Town Council will not fund the following:

- Organisations that do not provide a service to communities in the Camborne parish;

- Individuals;
- General appeals;
- Statutory organisations or the direct replacement of statutory funding;
- Political groups or activities promoting political beliefs;
- Religious groups where funding is to be used to promote religious beliefs;
- Projects that have commenced before they have been considered and outcome advised;
- Organisations that have a closed or restricted membership.
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
- Profit making organisations or societies
- Applications for core costs will not normally be accepted

All applications will be considered on their merits. Awards will be at the discretion of the Council and all decisions are final.

Once a decision has been made, you will be notified by letter within 21 working days. Payment of the grant award will only be made, via BACs, upon receipt of the receiving organisation's bank details (payment will not be made into an individual's personal/business bank account)

### **Grant Conditions**

All grants awarded by Camborne Town Council are subject to the following conditions:

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for that specified purpose.
- Organisations are responsible for ensuring they are in compliance with all legal and statutory requirements.
- The Council may ask for all or part of the monies to be paid back in the event of the project not being completed.
- Acknowledgment of Camborne Town Council's financial support is required on documentation and any promotional material, including websites.
- Organisations shall not discriminate on the grounds of race, gender, disability, age (except for obvious reasons such as a youth club) sexuality or religious beliefs.
- Organisations must have a bank account into which grants can be paid; payments cannot be made to private individuals.

- Only one application per Camborne Town Council financial year will be accepted from any organisation.

Camborne Town Council may also attach additional grant conditions to funding which will be set out in the award confirmation letter.

Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

### **The Process**

To apply for a grant you must be a charity, community group or local voluntary organisation operating or providing a service to communities in the Camborne parish.

All submissions must meet the following:

- **All funding requests must be made using Camborne Town Council's grant application form;**
- **All application forms must be fully completed and signed; regrettably the Council will be unable to consider incomplete or unsigned applications.**
- **All application packs must also include your last set of annual accounts. Should you not be able to provide this information, you will need to provide alternative financial information or tell us why none can be provided.**

Each application will be assessed against both the principles and criteria detailed in this policy. Possible reasons for an application being returned are given below:

Application does not meet the Council's eligibility criteria

Further information or documentation, requested by the Council has not been received or is not considered suitable for inclusion

Granting of the application would set an unfair or unsustainable precedent for future applications of a similar nature

The project is considered too high risk for public funds to be contributed to it

The business case is considered flawed or unsustainable (if appropriate)

The Council does not hold adequate funding for grants and there are no suitable reserves that could be utilised

In the event that an application is returned or refused during the screening process; an explanation will be given by the designated Officer and an opportunity will be offered for the applicant to appeal against this decision

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Once an application has been received it will be sent to the next meeting of the relevant Committee for consideration. Council Committees meet every other month (except in August) and applications will need to be received ten days in advance of a meeting in order to be included on the agenda. Grant application forms and a schedule of the Committee meeting dates are available on the Camborne Town Council website ([www.camborne-tc.gov.uk](http://www.camborne-tc.gov.uk)) or from the Council offices, The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA.

### **Monitoring and reporting requirements**

Applicants must submit the 'Grant Review Form' in which they will explain how the funds have been used. Written evidence should be provided within one month of the end of an event/project or by the 1<sup>st</sup> March each year so that it can be reported at the Annual Town Meeting. This report must include where possible the following:

- Photographs or videos of the project with approval/model release to be shared by Camborne Town Council (where appropriate)
  - Full information about how the money was used
  - How the fund has benefited the organisation or project
  - Feedback and quotes from participants who have benefited
  - Feedback and quotes from any volunteers involved in the organisation or project
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- Projects and organisations must publicise the support they have received from Camborne Town Council e.g. By displaying the logo on materials, equipment, websites, social media, internal publications etc. to ensure appropriate recognition of the Town Council support. Funding is awarded on the condition that all involved in the projects and organisations must be made aware that it supported by the Town Council which awards funding on behalf of the wider community.
  - Failure to submit the required information or deliver on the agreed promotion and publicity of funding may result in funding being withheld or future funding being barred.