



## HOLSWORTHY TOWN COUNCIL

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## **Grant Aid Policy**

### **Introduction**

Holsworthy Town Council budgets a sum of money every financial year for grants to local voluntary or charitable organisations where the group's activities will contribute to, and be of benefit to, the life or community of the Town and benefit the people of Holsworthy.

These grants are limited and are made available to organisations that can demonstrate a need for assistance.

A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The grant may be in the form of either a financial grant, or in certain approved cases, the provision of work carried out by the Council's own staff and/or use of Council premises.

To ensure that fair and proper consideration may be given to all requests, the Council requires applicants to follow the following Application Process:

### **Application Process**

Please ensure that the following documentation is enclosed when applying for a grant:

1. A completed Grant Aid Application Form. This form is available from the Town Council Offices throughout the year and can also be obtained from Holsworthy Library and Information Centre during July and August.
2. Latest financial accounts.
3. Constitution or rules of the organisation.
4. Any additional information the organisation considers will support its application.

### **Conditions**

1. Organisations and Locality
  - 1.1 Applications will only be accepted from charitable, voluntary and non-profit making organisations.
  - 1.2 Organisations should be local to Holsworthy or, if outside the boundary, its work should be of benefit to the Town and its residents
  - 1.3 At present, the Council is unable to give financial assistance to individuals or charities operating overseas.



2. Type of Financial Assistance

- 2.1 The Council would normally provide grant aid towards specific projects or purchases of equipment, however, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the Town and/or its residents.
- 2.2 The Council will also consider assistance in kind, by the provision of work carried out by the Council's own staff and/or use of Council premises.

3. Application Timescale

- 3.1 The deadline for receipt of applications is 30<sup>th</sup> September each year.
- 3.2 Applications will be considered by the Council during October.
- 3.3 Applicants will be advised by 31<sup>st</sup> October whether their application has been successful.
- 3.4 All grants will presented at the Town's Meeting held the following year in April/May.

4. General

- 4.1 Grants should be spent for the purpose and on the project/activity for which they were given and the Council would ask for due recognition and advertisement for any grant aid awarded.
- 4.2 Grants will not be made for money already spent.
- 4.3 Organisations receiving grant aid are required to provide the Council with a written report within six months of the award date to demonstrate how the funds were spent. The report may also be included in the Council's newsletter or howsoever the Council may wish to use it.
- 4.4 If an Organisation is dissolved the Council would expect the Organisation to reimburse the grant awarded.
- 4.5 Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- 4.6 The awarding of a grant in one year or period does not set a precedent for any subsequent applications.
- 4.7 If contractors are used for any work, the Council may require Organisations to provide written estimates.

**Please Note:**

Holsworthy Town Council acknowledges that Organisations, particularly new and smaller ones, may experience difficulty in completing the application. All possible assistance will be given to help organisations complete the application form. Holsworthy Town Council will also:

- Publicise widely, throughout the Town, the availability of grant aid.
- Review the grant aid budget on a regular basis and at least annually.
- Periodically review the policy and applications for grant aid.

