



FALMOUTH TOWN COUNCIL
GRANTS SCHEME

GUIDELINES AND ACCOMPANYING NOTES

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, serving Falmouth residents.

The Council will not normally consider an application from an individual seeking financial backing nor will the Council consider application for funding to cover salaries.

2. From time to time the Council may choose to make an annual grant award to an eligible body. Such awards, when made, are done so on the basis that they are reviewed annually when the Council considers its budget for the forthcoming financial year. Payment of an annual award is only made once a request for funding supported by details of current year expenditure have been received from the grantee.
3. Generally local authority maintained, grant maintained and private schools, individuals and commercial organisations will not be eligible for a grant.
4. Applicants should attempt to meet expenses from other sources and provide evidence to that effect if requested.

Note *The Council expect to see where possible that organisations have applied to other sources for funding before making their application to this Town Council. Other sources may include other Councils, (County and Parish) parent organisations where the applicant is a branch of a larger organisations, or national bodies such as the Sports Council, the National Trust, charitable trusts or the National Lottery.*

If the grant relates to a Festival or Event then an application should also be made to Falmouth BID, www.falmouth.co.uk or 01326 313553 who may be able to match fund the request.

5. Small grants of up to £300 will be considered up to the full amount of the cost of any project or activity for which the application is made.

All other grant application will not exceed 50% of the cost of any project or activity for which the application is made, unless there are exceptional circumstances.

Note It is the practice of this Council not to award a grant in excess of 50% of the total cost of the project or activity. Organisations will need to demonstrate clearly why their application should be regarded as an exceptional case.

6. The applicant will be required to show that some or all of the inhabitants of the town will benefit from any grant received.

Note *The Council is required to show that any grant given to an organisation will provide direct benefit to some or all of the towns inhabitants. It will, therefore, look closely at every application for evidence that the award will meet this requirement. Consideration of the grant may be delayed if this is not clear.*

7. The Council reserves the right to withhold, withdraw or recover the grant if the operation for which the grant is awarded ceases, its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application. A second copy of the letter offering a grant will be sent to the successful application setting out the terms and conditions under which the grant will be awarded. This second copy will be returned to the Responsible Finance Officer signed by the successful applicant to indicate acceptance of the terms and conditions before the funds awarded can be paid.

8. Organisations applying for a grant may be requested to send a representative(s) to address the Finance and General Purposes Committee for up to four minutes to elaborate on the application and answer questions.

Note *Any representative of an organisation attending the meeting should have either a copy of the completed application form or be fully conversant with its contents and be ready to answer questions on the application including the accounts. Failure of your representative to do this may lead your organisation not being awarded a grant.*

9. The award of a grant will normally be taken up by 31st March following the date of the award being made unless written application for an extension is made to the Responsible Finance Officer before financial year end and the extension reported to the next Finance and General Purposes Committee.

10. Applications for grant aid are considered by the Council through its Finance and General Purposes Committee.

11. Where a grant for £1,000 or more has been requested and / or for an event, organisations must submit a trading account and balance sheet for the last financial year including existing balances and reserves.

12. If a grant is awarded to an organisation the Council would expect to receive recognition of that support.

13. Application forms will be rejected if not completed or are contrary to the above stipulations. If you are unsure as to requirements please contact Ruth Thomas, Responsible Finance Officer.

**Falmouth Town Council,
The Old Post Office,
The Moor, FALMOUTH,
Cornwall, TR11 3QA**

March 2024



FALMOUTH TOWN COUNCIL GRANTS SCHEME

APPLICATION FORM

1. APPLICANT (ORGANISATION):

CONTACT NAME
AND ADDRESS:

TEL: NO. (HOME):

TEL. NO. (WORK):

DATE:

2. ADDRESS (ORGANISATION):

3. BRIEFLY, WHAT ARE THE ORGANISATIONS AIMS AND OBJECTIVES:

4. PLEASE LIST ALL YOUR ORGANISATIONS FACILITIES / SERVICES CURRENTLY OFFERED: (e.g. for playgroup-organised play sessions number of days per week, educational toys and games etc)

5. PLEASE STATE THE REASON FOR WHICH FINANCIAL ASSISTANCE IS REQUIRED: (e.g. a grant towards the cost of purchasing a guide dog for the blind)

6. HOW WILL THE FALMOUTH COMMUNITY BENEFIT FROM THIS GRANT?
(e.g. those with impaired vision who will now be able to move around more freely)

7. DO THE ORGANISATIONS ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT/BIODIVERSITY? Please give details

8. PLEASE STATE TOTAL AMOUNT THIS PROJECT / ACTIVITY / ITEM WILL COST

£

9. STATE THE AMOUNT OF GRANT REQUIRED FROM THIS COUNCIL:

£

10. PLEASE STATE WHICH OTHER SOURCES/AMOUNTS HAVE APPLICATIONS BEEN MADE TO FOR THIS PURPOSE AND HOW THE REMAINDER OF THE FUNDING WILL BE FOUND IF YOU SHOULD RECEIVE A GRANT.(e.g fundraising events)

11. HAS YOUR ORGANISATION RECEIVED GRANT AID FROM THIS COUNCIL WITHIN THE LAST THREE YEARS YES/NO

IF YES, PLEASE GIVE DETAILS, DATES AND AMOUNTS:

PURPOSE FOR WHICH GRANT AWARDED	DATE AWARDED	AMOUNT AWARDED

12. IF YOU WISH PLEASE GIVE ANY DETAILS YOU FEEL MAY BE SIGNIFICANT IN HELPING TO EXPLAIN AND JUSTIFY YOUR REQUEST FOR A GRANT TO ASSIST THIS COUNCIL IN PROCESSING YOUR APPLICATION (e.g. cost of hiring a building or equipment etc.)

SIGNATURE ON BEHALF OF APPLICANT

PLEASE PRINT NAME

APPLICANT'S POSITION IN THE ORGANISATION

ALL APPLICATION FORMS TO BE RETURNED TO:

**THE RESPONSIBLE FINANCIAL OFFICER, FALMOUTH TOWN COUNCIL,
THE OLD POST OFFICE, THE MOOR, FALMOUTH, CORNWALL, TR11 3QA**

TEL NO.: 01326 315559

email: grants@falmouthtowncouncil.com