



FALMOUTH TOWN COUNCIL GRANTS SCHEME

GUIDANCE NOTES

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

General:

Applications will be considered for financial assistance towards a specific project or activity that benefits some or all of the inhabitants of the town.

Eligibility:

Community associations, cultural, educational, sporting and charitable organisations, serving Falmouth residents.

Local authority maintained, grant maintained and private schools, individuals and commercial organisations will **not** be eligible for a grant.

The Council will not fund statutory organisations or a direct replacement of statutory funding or Religious groups where funding is to be used to promote religious beliefs.

The Council will not fund retrospective spending.

The Council will not normally consider an application from an individual seeking financial backing nor will the Council consider applications for funding to cover an organisation's core costs.

Only one application will considered from applicants in any one financial year.

One off Grants:

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 grants awarded will not exceed 50% of the total cost of the project or activity for which the application is made, unless there are exceptional circumstances.

Note: 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.

Annual Grants:

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. (31st October for funding the preceding year). Payment of an annual award is only made once a request for funding supported by details of current year income and expenditure has been received from the grantee. Contact the Responsible Finance Officer for further details.

Application:

An application must be made on the form provided and submitted to the Council by way of post, hand delivery or email to grants@falmouthtowncouncil.com

Applications for a one off grant may be submitted at any time with said application being considered by the Council's Finance and General Purposes Committee at its next scheduled meeting.

For grants in excess of £300, applicants should have sought to meet expenses from other sources and provide evidence to that effect if requested.

Where a grant of £1,000 or more has been requested and/or for an event, applicants should submit a balance sheet for the last financial year, including existing balances and reserves. For an organisation that has existed for less than one year the applicant should submit a recent bank statement.

Consideration:

Applications for grant aid are considered by the Council through its Finance and General Purposes Committee. The decision of the Committee is final.

The Council is required to show that any grant given to an organisation will provide direct benefit to some or all of the town's 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.

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

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.

Application forms will be rejected if not fully completed or are contrary to the above stipulations. If you are unsure as to requirements please contact the Council's Responsible Finance Officer (grants@falmouthtowncouncil.com)

Award of Grant:

All applicants will be notified of the result of their application, in writing, as soon as possible after the appropriate Committee meeting

The award of a grant will normally be taken up by 31st March (financial year end) 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.

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. Funding will be paid on receipt of evidence of expenditure or claim request post award.

If a grant is awarded to an organisation then the Council would expect to see recognition of that award.

Special circumstances:

If an applicant considers that there are special, or exceptional, circumstances where a grant application should be considered other than under the terms of this guidance, then this should be clearly demonstrated at the application stage

Responsible Financial Officer
Falmouth Town Council,
The Old Post Office,
The Moor, FALMOUTH,
Cornwall, TR11 3QA
September 2024



FALMOUTH TOWN COUNCIL GRANT APPLICATION FORM

PLEASE COMPLETE **ALL** SECTIONS – note that this information will be published as part of the agenda for the meeting at which is considered.

Name of Organisation: (Please use BLOCK LETTERS)

Aims of Organisation and nature of its activities:

What facilities do you currently have or what services do you currently provide?

Name and purpose of the Project/Event (if applicable):

Describe your project (what do you need the money for?):

How will your project help the residents of Falmouth?

Will this project/event have a positive impact on the environment or biodiversity?

Total Project/event cost:

Amount requested from this Council:

Is this application for a **ONE OFF** or **ANNUAL** Grant? (See guidance)
(Delete as applicable)

How will the remainder of the funding be found? Please list any existing funds available, other grant applications and other fund-raising activities. If the application is for an annual grant, then please detail estimated funding requirements for each year.

Has your organisation received a Grant from this Council in the last three years?

YES / NO (delete as applicable)

If YES please give details of grant, amount and date awarded.

<u>Grant</u>	<u>Amount</u>	<u>Date</u>

You may attach any other information (no more than one sheet of A4) or images, which you consider may help to support your application

The following information will not be included on the public agenda.

Contact name and position	Telephone: Email:
Address for correspondence: Postcode:	Bank Account Name: Sort Code: Account No:
Signature of Applicant:	Print Name:
Date Submitted:	

Please return the completed application form and other documents to:

The Responsible Financial Officer,
Falmouth Town Council,
The Old Post Office,
The Moor. Falmouth. TR11 3QA

Telephone: 01326 315559

Email: grants@falmouthtowncouncil.com

Office Use Only

Date Received	
Meeting Date	
Decision	
Payment Date	

Additional Information (if applicable):