



Axminster Town Council Small Grants Scheme

The purpose of the Small Grants Programme is to help an individual or group kick start an idea that benefits the community.

Guidelines:

- Read this policy before you start completing the application.
- You can apply for grants up to £1000 towards activities/projects that benefit the Axminster community.
- Individuals or groups that do not have a constitution are welcome to apply, as long as they are supported/mentored by legally constituted organisations and charities.
- All requests for a grant must be made on the official grants' application form. The form should be completed by the person or group requesting the grant.
- You need to apply in good time if you have specific dates to meet.
- Our financial year commences on 1 April – to be paid on 1 April, applications should be made by the prior October (31st). However, applications are accepted throughout the year whilst funding remains available.
- We will pay out a grant for hire costs, publicity, refreshments, volunteer training, purchase of equipment and other costs associated with running an event, activity or project.
- A full breakdown of the costs will be required.
- Successful applicants will need to have a bank account in the name of the organisation/event. Those who do not have a dedicated account can be paid via a third-party voluntary or not for profit organisation who you have

appointed to serve as a your “banker.” Under no circumstances can funds be transferred to a personal bank account.

- Receipted evidence of use of the funds granted may be requested. Or we may – at the Council's discretion – decide to pay the grant directly to a supplier.

What cannot be funded:

- Personal endeavours
- Retrospective grants, for example we cannot fund anything that has already been paid for, or taken place

How to apply:

- If you're unsure, please discuss your idea with Paul Hayward, Town Clerk, before applying. Contact details are: clerk@axminstertowncouncil.gov.uk or 01297 32088.
- Complete the attached application form and email as above or post it to Axminster Town Council, The Guildhall, West Street, Axminster EX13 5NX
- Speak to a Town Councillor who represents the area where most of your beneficiaries will come from and ask their advice.
- Hints and tips: Tell us as much as you can about you/your group, your idea and why you are in need of the funding. A well evidenced application will allow us to make an informed decision and provide us with an understanding of what you'd like to achieve.

Your application should include:

- Why you want to undertake the activity/ project
- What and who it will involve
- What difference will it make
- How you plan to raise the balance of the funds required if you need more than the £1000 grant available
- Your experience in organising activities or projects in the community

Applications will be assessed on the following:

- Provision of a solution to an identified community, health or environmental issue
- Delivery of activities in outdoor spaces or in other community buildings or assets
- Demonstrated link to council priorities
- Whether there is an intent to become a more formalised group with a vision statement

What happens next?

- Once received, we will acknowledge your application in writing, and a likely timeframe given for consideration.
- Your application will be assessed by the following Buildings & Finance Committee, after receipt of your application
- If more information is required by the Committee, we will contact you at this stage.
- The Committee's recommendations will be considered, and a final decision made upon approval of the Buildings & Finance Committee minutes at the next Town Council meeting.

- Once the final decision has been made, both successful and unsuccessful applicants will be advised in writing usually within 5 weeks after your application was submitted.
- Unfortunately, we cannot fund every application that we receive therefore decisions have to be made to establish who we can fund and the amount we can provide.
- The Council's decision is final. Unsuccessful applicants can seek feedback from the Responsible Financial Officer.

Successful applicants:

- May have additional conditions relating to the use of the grant in addition to those listed on this form – they will be indicated, where appropriate, in the offer email/letter.
- Must acknowledge acceptance of the grant and any conditions via email/post.
- Under no circumstances may a grant be used for any other purpose than that identified in the offer email. Should you need to request a change of use to any award made, you **MUST** contact the Council before committing any expenditure, failure to do so may result in the award being withdrawn and all monies liable to be repaid to the Council.