



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 Zishan Adamson-Drage, Responsible Financial Officer, before applying. Contact details are: deputyclerk@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.