



## OTTERY ST MARY TOWN COUNCIL LARGE ORGANISATION GRANT POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Approved	January 2021	21/01/10
2	Christine McIntyre	Approved	August 2021	21/08/15
3	Christine McIntyre	Approved	February 2022	22/02/28
4	Kerry Kennell	Current	April 2025	C25/04/9.2

### Introduction

Ottery St Mary Town Council Large Organisation Grants (`LOGS`) are designed to support organisations and groups who have demonstrated over the years that they have made a significant cultural, economical or historical contribution to Ottery St Mary parish life. These groups will be known throughout the town and surrounding villages as positive contributors to the area.

The scheme is not designed to simply give money to groups. Ottery St Mary Town Council (`the Council`) can sign post organisations to business, professional and legislative expertise, as well as a wide range of contacts and experience, and it may be considered that introductions, consultation or advice may be provided with, or instead of, money.

The money used to fund the grants is from public funds, and as such is subject to certain rules and constraints which must be followed. This document sets out those requirements.

LOGS are designed to be an ongoing process with no deadlines or end dates, but rather to be continuing discussions with community groups to ensure the Council can assist wherever and whenever required, subject to the rules laid out here.

### Rules

1. All applicants must be able to provide evidence that they have made a significant cultural, economic or historical contribution to Ottery St Mary parish.
2. There is no maximum amount which may be awarded, but all awards are subject to full council approval.
3. Initial applications should be made on the LOGS Form which should be downloaded from the Council website [www.otterystmary-tc.gov.uk](http://www.otterystmary-tc.gov.uk)
4. All applicants will be contacted by email or telephone to establish that the organisation is suitable for this scheme.
5. All applicants will be invited to a meeting either at the Council Offices or online where the following will need to be provided by the applicant:
  - a. Details of the organisation and previous events or services
  - b. An outline of how the organisation is funded
  - c. Most recent accounts (inc recent bank statements), list of assets and liabilities
  - d. Organisation Constitution or rules
  - e. An outline of future projects and funding requirements
  - f. An outline of how the Council can assist
  - g. Any other information discussed or requested in the initial phone consultation.
6. The Council is restricted on what schemes, events or services it can support. No application or funding will be accepted for
  - a. Religious organisations or groups
  - b. Loan Repayments



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- c. Ongoing regular expenditure (eg utility bills or rent). New or exceptional costs can be covered.
- d. Projects which are not relevant to the residents of Ottery St Mary parish.
- 7. The application will be considered by at least 3 of the following (at least one of 'a' and 'b', and at least one of 'c' and 'd'):
  - a. The Chair of the Finance Committee
  - b. The Vice Chair of the Finance Committee
  - c. The Mayor or Deputy Mayor
  - d. The Clerk
  - e. Finance Committee members
- 8. Recommendations shall then be made at a Finance Committee meeting and passed to Full Council meeting for approval.
- 9. In the event of an applicant requiring a grant for an emergency and time is of the essence (which may result in the applicant being unable to comply with some of the requirements of the policy) then as an absolute minimum the applicant must provide a completed application form and latest bank statement which the Council will consider at a Full Council Meeting or Extra ordinary Town Council meeting whereupon a decision will then be made following which the decision will be conveyed to the applicant as soon as practicable
- 10. General Rules
  - a. All awards are made at the discretion of the Council and any decision made will be final. There will be no right of appeal unless there are exceptional circumstances
  - b. Financial support from the Council must be acknowledged on all publicity and printed material relating to the funded work.
  - c. A final statement of progress made against the aims specified in the grant application, including a financial statement of how the grant was spent, must be submitted to the Council before the end of the financial year in which the grant was awarded. If the project was completed but not all the grant was required then the Council may demand the return of any unspent monies
  - d. Should the grant be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council
  - e. Should the proposed project/initiative not proceed, any grant funds awarded must be returned in full to the Council within 6 months of the proposed event date
  - f. Preference will be given to those applicants that can demonstrate they have successfully sought or generated funds elsewhere and are not solely reliant on a grant from the Council
  - g. Any grant funding awarded by the Council does not imply that the same organisation will be supported in subsequent years

### APPLICATION FORM

<https://forms.gle/RX36Lgit3LRwTxGj7>