



OTTERY ST MARY TOWN COUNCIL ANNUAL COMMUNITY GRANTS POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Approved	July 2020	20/07/31
2	Christine McIntyre	Approved	August 2021	21/08/15
3	Christine McIntyre	Approved	February 2022	22/02/28
4	Kerry Kennell	Approved	April 2025	C/25/04/9.2
5	Kerry Kennell	Approved	October 2025	03/11/25 C/25/11/08.2

The aim of Ottery St Mary Town Council's ('the Council') community grants programme is to provide support to projects, initiatives or services which offer a clear and demonstrable benefit to the residents of the Parish of Ottery St Mary.

The grants awarded by the Council are funded from part of the Parish Precept which is the money collected from East Devon District Council's Council Tax and is therefore public funds. Accordingly, the Council has a duty to ensure that all grants awarded are in accordance with this Policy.

The Council considers community grant applications throughout the year. Applications are evaluated at the first meeting of the Finance Committee following the receipt of their application, and their recommendations are considered by Full Council at the next Full Council meeting. Successful applicants will be invited to the Annual Parish meeting.

Grants will be awarded up to a maximum sum of **£3000** but if a particular application requires a higher award, then in exceptional circumstances this may be granted.

1. Who can apply?

- Any organisation based in the parish of Ottery St Mary including the Town Ward, Tipton St John Ward and North Ward. Grants to national organisations or those organisations based in adjoining parishes may only be made where the grant can be seen to directly benefit the residents of the Parish. Applicants will be asked how their application will directly affect the residents of Ottery St Mary parish and how many local residents would benefit?

2. How is an application made?

- Application forms are downloaded from the Council website www.otterystmary-tc.gov.uk. Forms must be completed and submitted electronically to the Council at admin@otterystmary-tc.gov.uk. If there is any difficulty in submitting a form in this manner, please contact the Council for assistance.
- Organisations may only submit one application per year
- Where Council members or staff are related to, involved or associated, whether directly or indirectly, with the applicant or proposed event this must be declared at the time of application



OTTERY ST MARY TOWN COUNCIL ANNUAL COMMUNITY GRANTS POLICY

3. How are grant applications considered?

- How well the project/service will meet the needs of the people of the Parish
- How effectively the organisation will use the grant
- Whether the stated costs are appropriate and realistic
- The level of other funds generated towards the project
- The level of available reserves held by the applicant organisation
- Whether the applicant could reasonably have been expected to raise sufficient funding from a more appropriate source.
- How an applicant organisation is managed.

4. Eligibility Criteria

- Any grant application must be for a service of clear benefit to the people of the Parish
- A properly constituted society, community group/club, community interest company, charity etc (‘The Organisation’) based in the Parish and/or operating for the benefit of its residents may apply. To be “properly constituted” and eligible to apply, applicants must have charitable, voluntary or not-for-profit status
 - Religious organisations may only apply for grant funding if that funding will be used for a project of clear benefit to the wider community, irrespective of religious beliefs
 - Any organisation which applies for grant funding must have written constitution documents which have been formally adopted by its members. It must also have a bank account in its own name with designated signatories and be able to demonstrate that appropriate financial controls are in place
 - Organisations must comply with all relevant legal and statutory requirements. In particular, they must be committed to equal opportunities and must, if they work with children and / or vulnerable adults, have relevant and up-to-date policies and procedures in place
 - A copy of the organisation’s Safeguarding Policy will be requested if they work with children or vulnerable adults
 - Organisations which are the responsibility of another public sector body or agency (e.g. schools) may be eligible for grant funding if the applicant organisation can demonstrate that they will be working in partnership with other local organisations to the benefit of the wider Parish
 - Organisations applying for grants must provide audited accounts or accounts that have been independently examined by a suitably qualified person for the previous financial year
 - Newly formed organisations must provide a comprehensive budget and business plan
 - Applicants must identify a specific purpose for which funding is sought. Acceptable examples include:
 - Capital grants for a specific project or purchase (e.g. the purchase of computers, sport equipment, craft material etc.)
 - Upgrading existing facilities
 - Training costs
 - Start-up costs for new initiatives/projects



OTTERY ST MARY TOWN COUNCIL ANNUAL COMMUNITY GRANTS POLICY

The above examples are not exhaustive; if you are considering a request for funding which does not fall into any of the categories above, please contact the Council

5. Grants will not be awarded in the following circumstances:-

- To private organisations operating as a business to make a profit or surplus, or operating for private gain or private individuals.
- To political parties or to organisations intending to support or oppose a political party
- No grants will be made for:
 - Loan repayments
 - Retrospective applications where an event or activity has already taken place
 - Research costs
 - Ongoing revenue expenditure, such as rent, utility bills, wages, insurance costs; other than to enable the start-up of a new initiative or in other exceptional circumstances
 - Activities that are part of statutory obligations unless the exemption under the Eligibility Criteria applies
- Where an organisation holds reserves (which will be sufficient for the purpose of their application and will not deplete their reserves to a minimal amount) then this will be taken into account when judging the relative merits of an application and unless the application is part of a programme of funding for a particular project, (previously disclosed to and approved by the Council), then it is unlikely that the Council will approve the application

6. Emergency Grants

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 Extraordinary Town Council meeting whereupon a decision will then be made, following which the decision will be conveyed to the applicant as soon as practicable.

7. Other Matters

- The Council may opt to make staggered payments of a grant where they feel it is appropriate
- 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
- Financial support from the Council must be acknowledged on all publicity and printed material relating to the funded work
- 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
- Should the grant be spent on any purpose except that for which it was awarded, it may be reclaimed by the Council



OTTERY ST MARY TOWN COUNCIL ANNUAL COMMUNITY GRANTS POLICY

- 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
- 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
 - All successful applicants must publicly acknowledge and thank Ottery St Mary Town Council for their support demonstrating how their grant has been used and what difference it has made to the organisation
- Any grant funding awarded by the Council does not imply that the same organisation will be supported in subsequent years