

## **POLICY FOR DEALING WITH AND DETERMINING GRANT APPLICATIONS**

### **NORTHAM BURROWS CHARITY (REF NO. 1198021)**

#### **Objects of the charity**

*(1) The object of the charity is to manage and preserve for the benefit of the inhabitants of the Ancient Manor of Northam the rights of common held by the inhabitants in relation to the Common Land known as Northam Burrows in Devon such land being more particularly described in the Schedule.*

*(2) If and in so far as the income of the charity cannot be applied towards the object specified in sub-clause (1) above, the trustee may apply it for the general benefit of the inhabitants of the wards of Northam, Westward Ho! and Appledore in Devon in such charitable ways as the trustee thinks fit. (copied from the [Charity Commission webpage](#) for the Northam Burrows Charity ref. 1198021)*

#### **1. Definitions**

1.1 Funds raised through the normal sale of Northam Burrows Manor Passes and replacement passes following a change of registration, from Grazing fees, from the annual fee received from the Royal North Devon Golf Club and from the interest received on any investments not allocated to the Charities administrative costs, nor used in pursuance of Object (1) above, may be used in pursuance of Object (2) above.

1.2 A grant is awarded by the Northam Burrows Charity for particular defined purposes which will be of 'general benefit of the inhabitants of the wards of Northam, Westward Ho! and Appledore in Devon'.

#### **2. Powers**

2.1 The Charity has, through charitable Objects (1) and (2) above, powers to award grants to local authorities, community organisations and charities.

#### **3. Background**

3.1 Any grants made available are funded directly from the Charities funds, as defined in paragraphs 1.1 and 1.2 above.

3.2 Whilst the Charity may receive other grants or income, these cannot be used to fund grant/donation applications.

#### **4. Policy**

4.1 Annually, following the completion of the financial year at the end of March, the Charity Management Committee shall meet to agree the grant fund available for distribution in pursuance of Object (2) above.

4.2 The grant application window shall be open from the 1<sup>st</sup> to 30<sup>th</sup> June annually, with the grants awarded determined by the end of July annually.

4.3 Any grant made by the Charity in pursuance of Object (2) above must benefit the inhabitants of the wards as described in the Objects of the Charity (above).

4.4 All proposed expenditure must be detailed in the Charity's accounts for the year in question.

4.5 The organisation/group making a grant request should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of race, sex or religion etc.).

4.6 The Charity will consider applications for funds in situations where:

- a. There is no other way of obtaining the relevant funds;
- b. The funds will enable the relevant organisation or group to access or 'unlock' funds or assistance from third parties;
- c. Monies have been donated or raised but these are insufficient, and funds are needed to bridge the resulting gap.

4.7 The Charity will endeavour to provide assistance and support where appropriate to organisations and groups in the Parish wishing to access grants and other funds from third parties and local authorities.

## **5. Applications**

5.1 All applications for grants or donations shall be made in writing on the Application Form (appendix 1 *to be drafted*) to the Charity Secretary at the Town Clerk's Office, Northam Town Council.

5.2 All applications which meet the Charity's criteria are to be considered at an appropriate meeting of the Charity Management Committee.

5.3 The grant/donation available is normally limited to a maximum of £500. The Northam Burrows Charity reserves the right to consider larger applications.

5.4 Only one grant/donation will be given by the Charity to any organisation or group, or for any particular purpose in any financial year (1st April to 31st March).

5.5 Grants/donations cannot be awarded after the relevant event or project has been completed.

## **6. Conditions**

6.1 Trustees of the Charity who comprise the Charity Management Committee will assess applications with particular reference to the benefit to the inhabitants of Northam, Westward Ho! and Appledore residents.

6.2 Where a request for a grant/donation is agreed, the Northam Burrows Charity Management Committee shall determine the amount (up to the agreed annual amount), using the figure requested by the applicant as a guide only.

6.3 The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Northam Burrows Charity, except where the Charity's prior written consent has been given for the funds to be used for another or a further purpose.

6.4 The Northam Burrows Charity may request that applicants provide written feedback to explain how the grant/donation has benefited their organisation/group. If feedback is required, this will be communicated in the decision letter.

6.5 The Charity reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## 7. Notes

7.1 The Northam Burrows Charity's decision is final and there is no right of appeal.

7.2 The Northam Burrows Charity reserves the right to decline any application without giving reasons for its decision.

7.3 The Northam Burrows Charity's giving of a grant/donation does not imply any commitment to any continuing expenditure.

7.4 Nothing in this Policy prevents, in exceptional circumstances, the Northam Burrows Charity from providing a grant for donation to a group, organisation or project without application where the Charity considers that the giving of such a grant or donation will bring benefits to inhabitants of the wards of Northam, Westward Ho! and Appledore, as described in Object (2) above.

7.5 Where a member of the corporate trustee of the Northam Burrows Charity, is a member or employee of an organisation/group applying for funding, that person must declare an interest.

Version	Date	Note	Drafted by
V0.0	23 <sup>rd</sup> September 2024	First draft for consideration	Northam Town Clerk – Charity Secretary
V0.1	28 <sup>th</sup> November 2024	Correction of typographical errors. Inclusion of clarity regarding the non-payment of allowances to co-opted members	Northam Town Clerk – Charity Secretary
V0.2	31 <sup>st</sup> January 2025	Recommended version for approval at Annual General Meeting	Northam Town Clerk – Charity Secretary