



# NORTHAM TOWN COUNCIL GRANTS POLICY

Adopted by Northam Town Council on **tbc**

	Name	Signature
Mayor		
Town Clerk		

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Version	Date	Note	Drafted by
V1.0	25 <sup>th</sup> February 2026	Revision of previous policy	Town Clerk

**NORTHAM TOWN COUNCIL**

**Council Grants Policy**

**Review date February 2023**



Invitations for grant applications are invited in October of each year. Grant awards are paid in April of the following year.

The following criteria will be applied to all applications:-

1. Applications are invited from organisations and individuals from within the Town Council Area.
2. Any organisation not directly within the Town Council area must satisfy the Town Council of the direct benefit to Parishioners.
3. National organisations or charities will not be supported unless there is a branch within the Town Council area, in this case the local branch must make the application.
4. All applications must be supported by a set of the latest audited accounts.
5. Applications will not normally be accepted after the closing date on the application form.
6. Acknowledgement of support must be given in any publicity or literature appertaining to the project or core work.
7. Council will seek confirmation of expenditure.
8. Any grant monies not spent will be ring fenced and used for any subsequent applications.

This Policy will be reviewed every two years

## **NORTHAM TOWN COUNCIL – GRANTS**

### **1. INTRODUCTION**

1.1 A grant is any payment made by the Council to be used by an organisation for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

1.2 The contribution made by the many organisations and individuals to the well-being of the local communities is recognised by the Council as important to our whole Parish.<sup>1</sup> The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the residents of Appledore, Northam and Westward Ho!, as a matter of course, funded by this Council.

1.3 The organisation applying for a grant must be based in the Parish or must be able to demonstrate how it directly benefits the residents of the Parish.

1.4 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

1.5 It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council staff on these matters.

1.6 An award of grant may provide for start-up awards for new organisations as well as grants for existing organisations. Each grant application will be considered on its own merit.

1.7 On receipt of the recommendation from the Finance and Human Resources committee, Full Council will consider the recommended awards and include the total to be awarded in the budget for the forthcoming financial year (the year in which the grant awards are paid).

1.8 Grants will normally be paid once yearly in May in line with the grant application process. Please refer to the grant application form for further information. In exceptional circumstances, the Council will consider applications for grants at any time, in which circumstances, the request will be considered by a meeting of the Full Council.

### **2. APPLICATIONS**

2.1 All applications for grants shall be made in writing on the Application Form (appendix 1) and sent to the Town Clerk & RFO at Northam Town Council.

2.2 All applications which meet the Council's criteria will be assessed on its own merits against the evaluation rubric (appendix 2).

2.3 All applications will be considered along with other applications at a specially convened meeting of the Council's Finance and Human Resources Committee. To

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<sup>1</sup> Northam Parish is the area represented by Northam Town Council, being the wards of Appledore, Northam/Orchard Hill and Westward Ho!

## **NORTHAM TOWN COUNCIL – GRANTS**

ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

2.4 The grant available is normally limited to £1,500 per grant round. The Council reserves the right to consider larger applications or make larger awards.

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

2.6 Successful applicants will be notified after the Full Council has approved the recommended awards and invited to an award ceremony, where they will be invited to outline how the award will benefit the community.

### **3. CONDITIONS OF GRANT FUNDING**

3.1 Grant applications will only be considered if submitted on a Grant Application form with the required supporting documentation. This is the case for the normal annual grant round and applications for ad hoc or emergency grants through the year.

3.2 The grant scheme is unable to support costs of a routine nature or hospitality. Grants will not be awarded to meet salary costs.

3.3 Grants can be used for capital projects (e.g. lasting assets) or for the running costs of an identified event. They cannot be used simply to support day-to-day running costs.

3.4 Applications WILL NOT be considered from:

- Organisations or events intending to support or oppose any political party,
- Organisations or events that discriminate on the grounds of any protected characteristic,
- Organisations or events operated as a business to make a profit or surplus,
- Organisations or events whose fund raising is:
  - sent to a central HQ rather than being used locally,
  - for redistribution, even when that redistribution is within the Parish.

3.5 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies or the funds available inadequate for a specified project.

3.6 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

3.7 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within Appledore, Northam and Westward Ho!

3.8 The organisation applying for Grant funding will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.

## **NORTHAM TOWN COUNCIL – GRANTS**

3.9 In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

3.10 The Town Council will only accept applications from Community groups and organisations within the Parish of Bideford for grants that, in its opinion, are in the interests of, or will directly benefit all or a portion of, the Parish and its inhabitants.

3.11 The application must demonstrate a clear financial need for the grant and must demonstrate clearly how a grant will be of benefit to the community and provide value for money.

3.12 An organisation is required to:

- have a constitution,
- submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a detailed budget and business plan,
- have a bank account in its own name.

3.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

3.14 A grant award made in previous years does not guarantee a repeat award to be made. Each application is considered independent of previous years' awards.

3.15 Reference to any previous year's grant award and how the monies were used must be detailed in the current application.

3.16 Grants cannot be awarded after the relevant event or project has been completed.

3.17 Account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive must be declared on the application form.

3.18 The Council may make the award of any grant subject to additional conditions and requirements it considers appropriate.

3.19 All beneficiaries must provide proof of expenditure to the Council using the Grant Evaluation form (appendix 3).

3.20 The Council reserves the right to request the return of any grant if there is evidence that it has not been used for the purpose specified on the application form.

3.21 Organisations that receive an award will be required to acknowledge the Town Council's contribution on any and all publicity/printed material.

## **4. NOTES**

4.1 The Council's decision is final and there is no right of appeal.

4.2 The Council reserves the right to decline any application without giving reasons for its decision.

## **NORTHAM TOWN COUNCIL – GRANTS**

4.3 Nothing in this Policy prevents, in exceptional circumstances, the Council from providing a grant to a group, organisation or project without application where the Council considers that the giving of such a grant or donation will bring benefits to the communities of Appledore, Northam and Westward Ho!

4.4 Where a member of the Council, is a member or employee of an organisation/group that is applying for funding, that person must declare an interest and refrain from voting on that application.

### **5. REVIEW**

5.1 This policy should be reviewed every three years.

## NORTHAM TOWN COUNCIL – GRANTS

### Appendix 1 - Grant Application Form

To apply for a grant, please complete this form and return it to the Town Clerk & RFO, at the Council Offices, Windmill Lane, Northam. EX39 1BY

Completed forms are to be returned by **midnight** on **?-day dd.mm.yyyy**. (the final Friday in October each year)



The Council will consider the applications at a specially convened meeting of the Finance and Human Resources Committee on **?-day dd.mm.yyyy**. (the final week on November each year). This meeting is open to the public.

Please note that this application will not be considered unless it is accompanied by:

- A copy of the latest set of accounts, showing your organisation's income, expenditure and bank balances,
- A copy of the organisation's constitution, including a list of committee members and signatories, and
- Proof of a bank account in the organisation's name.

If your organisation is too new to have annual accounts, please enclose:

- copies of the bank statements covering at least the previous six months,
- a detailed budget and business plan.

The Council considers grant applications from local organisations each year in accordance with the Grants Policy. A successful application does not imply automatic future success – each application is considered on its merits and against availability of funds.

By signing this form, you are confirming that you are consenting to the Council holding and processing your and your organisation's data relating to the grant application for as long as required. Your data will be stored and processed in accordance with our Privacy Policy. A copy of the policy can be obtained from the Town Clerk's Office. Unless otherwise indicated, the Council will only use the details provided on this form to contact you or your organisation in relation to your grant application.

**Please note - If your grant is approved, the Charity will ask for a completed impact evaluation form, project accounts and copies of all receipts on project completion or within 24 months of the payment of the granted funds. The Charity may also ask your organisation to have prepare a short piece that may be published or used in the Charity's community impact reviews.**

## NORTHAM TOWN COUNCIL – GRANTS

Please complete **all boxes** on this form. If completing it electronically, boxes will expand as you type.

<b>1</b>	<b>Organisation's name</b>	
<b>2</b>	<b>Organisation's address</b>	
<b>3</b>	<b>Contact 1 name</b>	<b>Contact 2 name</b>
<b>4</b>	<b>Telephone</b>	<b>Telephone</b>
	<b>email</b>	<b>email</b>
	<b>Role within the organisation</b>	<b>Role within the organisation</b>
<b>5</b>	<b>Is your organisation VAT registered? YES/NO</b>  <b>If Yes, please provide your registration number:</b>	<b>Is your organisation a registered charity? YES/NO</b>  <b>If Yes, please provide the Charity Registration Number:</b>
<b>6</b>	<b>Date the organisation was established:</b>	
<b>7</b>	<b>What does your organisation do?</b>	

## NORTHAM TOWN COUNCIL – GRANTS

<b>8</b>	<p><b>Grant requested</b></p> <p>£ _____</p> <p><b>Please provide your bank details which we will use if your grant is successful.</b></p> <p><b>Account name:</b></p> <p><b>Sort Code:</b></p> <p><b>Account No:</b></p> <p><b>Name of Bank:</b></p> <p><i>Note: the bank account the funds are paid into must be in the name of the organisation, be a community/charity/business account. Accounts cannot be personal or in the name of any individual(s).</i></p>
<b>9</b>	<p><b>Reason for grant request and details of how your grant will be used:</b></p> <p>Please refer to the Grant Evaluation Rubric and continue on a separate sheet if necessary.</p>



## NORTHAM TOWN COUNCIL – GRANTS

<b>16</b>	<b>FINANCIAL INFORMATION:</b>
<p><b>Current Assets:</b></p> <p><b>Current Cash Balance:</b></p> <p><b>Annual Income:</b></p> <p><b>Annual Expenditure:</b></p>	

### APPLICATION CHECKLIST

Please make sure all the below are included:

Document / information	Included?
Completed and signed application form	<input type="checkbox"/>
A copy of your organisation's constitution or other evidence of your charitable/not for profit status and details of your structure or trustees.	<input type="checkbox"/>
A copy of your organisation's last audited accounts or, if in the first year of operation, all bank statements to date.	<input type="checkbox"/>

<b>17</b>	Signed:	Signed:
	Date:	Date:
<p><i>(The people authorised to apply for and on behalf of the organisation named in Item 3 above)</i></p>		

Your data will be stored and processed in accordance with our Privacy Policy. A copy of the policy can be obtained from the Town Clerk's Office. Unless otherwise indicated, the Charity will only use the details provided on this form to contact you or your organisation in relation to your grant application.

**NORTHAM TOWN COUNCIL – GRANTS**

**Appendix 2 – Grant Evaluation Rubric**

<b>Criteria</b>	<b>Score: 1 Needs improvement</b>	<b>Score: 2 Adequate</b>	<b>Score: 3 Very Good</b>	<b>Score: 4 Exceptional</b>	<b>Score assigned</b>
<b>Description of the organisations aims</b>	<p>The description of the overall work over three years is hard to understand.</p> <p>Alignment between goals, outcomes, and the description of work is vague.</p> <p>Timeframe for completion of work as described does not appear feasible.</p>	<p>Description of the work to be completed is addressed but vague at times.</p> <p>There is alignment of between goals and the description of work.</p> <p>Describes a feasible timeframe for achieving goals.</p>	<p>The description of the overall work to be completed is clearly stated.</p> <p>Work or project described is aligned to grant’s goals.</p> <p>Describes a feasible timeframe for achieving goals.</p>	<p>The description of work is clear and concise.</p> <p>The project benefits a significant number in the community.</p> <p>Describes a feasible timeframe for achieving goals.</p>	
<b>Demonstration of need for the funds and its impact.</b>	<p>It is not clear what is the specific need and no data or information is included to support or justify the need.</p>	<p>Description depicting the need is somewhat clear and minimally explains why funding is needed.</p> <p>There is some data or information to support need.</p>	<p>Description depicts the need for the project well and language clearly describes current position.</p> <p>Data or additional information supports description and shows clear need.</p>	<p>Description is very clear, concise, and easy to understand.</p> <p>Information and data is attached clearly supports need.</p>	

**NORTHAM TOWN COUNCIL – GRANTS**

<b>Criteria</b>	<b>Score: 1 Needs improvement</b>	<b>Score: 2 Adequate</b>	<b>Score: 3 Very Good</b>	<b>Score: 4 Exceptional</b>	<b>Score assigned</b>
<b>Description of the organisation’s project or event, including intended goals or outcomes and the numbers expected to be benefit from the work.</b>	<p>The description of the project or initiative is vague or unclear.</p> <p>The goals of the grant are not addressed or clearly stated.</p> <p>The goals do not align with the need stated. No outcomes are described.</p>	<p>The description of the project or initiative is somewhat clear and includes details.</p> <p>Goals and desired outcomes are minimally described but not clearly stated and are somewhat aligned with the need described.</p>	<p>The description of the project is clear with a detailed description of the work to be completed.</p> <p>Outcomes of impact and value are described.</p> <p>Outcomes are not clearly measurable.</p>	<p>The description of the project or initiative is very clear and provides detailed information. The goals of the grant are clearly stated.</p> <p>Significant outcomes are described.</p> <p>All goals and outcomes are measurable.</p>	
<b>Alignment of the budget to the organisation’s project or event, its goals or outcomes</b>	<p>Little to no alignment between the proposed budget to support achievement of goals and outcomes described.</p>	<p>Some alignment between the proposed budget and achievement of goals and outcomes described.</p>	<p>Alignment between the proposed budget to support achievement of goals and outcomes described.</p>	<p>Clear and strong alignment between the proposed budget and achievement of goals and outcomes described.</p>	
<b>Monitoring</b>	<p>No clear monitoring or focus on goals to ensure that the project is completed.</p>	<p>Limited or unclear monitoring to focus on goals to ensure that the project is completed.</p>	<p>Some monitoring and a clear focus on goals to ensure the project is completed.</p>	<p>Significant monitoring and a clear focus on goals to ensure the project is completed.</p>	
<b>Sustainability of the Work</b>	<p>No clear sustainability plan to ensure continuation of the work beyond life of the grant.</p>	<p>Weak sustainability plan to ensure continuation of the work beyond life of the grant.</p>	<p>A sustainability plan to ensure continuation of the work beyond life of the grant.</p>	<p>A comprehensive and clear sustainability plan to ensure continuation of the work beyond life of the grant.</p>	
<b>Total score</b>					

**NORTHAM TOWN COUNCIL – GRANTS**

**Appendix 3 – Grant Evaluation and Monitoring Form**



**NORTHAM TOWN COUNCIL**  
 Town Hall, Windmill Lane, Northam EX39 1BY  
 Telephone: 01237/474976

[www.northatowncouncil.gov.uk](http://www.northatowncouncil.gov.uk)

**Grant reference: NTCyy/yy-no**

Name of organisation:			
Name of Project:			
Contact Name			
Address			
Tel.			
Email			
How did you spend the grant?			
Please provide a breakdown of expenditure and provide copies of receipts confirming expenditure as per the grant application.			
Item	Cost (exc. VAT)	VAT	Total Expenditure
How did the community benefit from award of the grant?			

## NORTHAM TOWN COUNCIL – GRANTS

Do you have the necessary funds to continue with the project?		
How was the project publicised?		
Any other comments?		
Please return this form to: <a href="mailto:admin@northamtowncouncil.co.uk">admin@northamtowncouncil.co.uk</a> , or by hand or post to Council Offices, Windmill Lane, Northam. EX39 1BY		
<b>DATA PROTECTION ACT:</b> This information is collected for the purpose of assessing grant applications but may be used for the wider purposes of Community Planning. When you complete this form, you are consenting to the Council holding and using your information for this purpose.		