



Totnes Town Council Community Funding Policy – Small Grants Application Form

How to use this form: this form can be printed and completed by hand, or can be filled in electronically.

Section 1 – Funding Stream

Please indicate which fund you are applying to:

- Community Working Group (£5,000 annual budget)
- Economy Working Group – Event Sponsorship (£2,500)
- Economy Working Group – Business Support (£2,500)
- Environment & Public Realm Working Group (£5,000)

Amount requested (max £1,000): £ _____

Section 2 – Applicant Details

| | |
|---|------------------------------|
| Name of applicant (individual/group/organisation) | |
| Address (must be within or directly linked to Totnes parish) | |
| Contact details (email/telephone) | |
| Proof of local connection provided (e.g utilities bill): | <input type="checkbox"/> Yes |

Section 3 – Project Details

| | |
|---|--|
| Description of activity | |
| Date(s) | |
| Location | |
| Estimated number of Totnes residents benefiting | |
| Which Council priority does this support? | |

Section 4 – Budget Summary

Total project cost: £_____

Amount requested: £_____

Other income secured: £_____

Please attach a simple breakdown.

Section 5 – Supporting Documents Checklist

The following are required:

For organisations:

Bank statement (dated within 3 months)

Proof of address

For individuals:

Bank statement (dated within 3 months)

Photo ID

Proof of address

These documents will be viewed by officers and councillors but will not be placed in the public domain.

Please note that applications received without these documents cannot be considered

Declaration

I confirm that:

The information provided is accurate

The project benefits Totnes residents

Funds will only be used for the stated purpose

Signature:

Date:

Please return the completed application and supporting documentation for the 2026/27 grant allocations to the contact email addresses as follows:

- Community Working Group: £5,000 – clerk@totnestowncouncil.gov.uk
- Economy Working Group: £2,500 Event Sponsorship – economy@totnestowncouncil.gov.uk
- Economy Working Group: £2,500 Business Support - economy@totnestowncouncil.gov.uk
- Environment & Public Realm Working Group: £5,000 – administrator@totnestowncouncil.gov.uk

Please cc applications to reception@totnestowncouncil.gov.uk and applications will be redirected if members of staff are out of the office