



# Totnes Town Council Community Funding Policy

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TOTNES TOWN COUNCIL  
AGREED APRIL 2026  
NEXT REVIEW MARCH 2027

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Totnes Town Council Community Funding is designed to support local charities, community organisations and individuals providing services or events within the Totnes parish boundary. This policy sets out the criteria for applying for a grant from the Town Council, regardless of which grant fund is being applied to. Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore, we apply criteria to each application.

## Purpose

Totnes Town Council recognises that community organisations provide essential services that improve quality of life for residents within the parish boundary. The Council has a duty to spend public money responsibly, transparently, and in alignment with its Strategic Priorities.

- This policy sets out one of two funding streams: Small Grants – Working Group Allocations

**Members should note that consideration of the larger Community Grant allocation and strategic funding will be considered after conclusion of the Community Audit by DCF.**

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## Small Grants Programme (Working Group Allocations)

The Small Grants Programme is intended to support smaller-scale, time-limited projects and initiatives. It does not provide ongoing core service funding and is a one-off award.

2026/27 budget allocations:

- Community Working Group: £5,000
- Economy Working Group: £2,500 Event Sponsorship
- Economy Working Group: £2,500 Business Support
- Environment & Public Realm Working Group: £5,000

Maximum individual grant: £1,000

These grants support smaller initiatives, pilot projects, events, environmental improvements, and community activities that benefit Totnes residents.

## Eligibility

Applicants must:

- Operate primarily for the benefit of Totnes residents
- Align with Council Strategic Priorities

## Important Terms and Conditions

The applicant must prove:

- There is clear evidence of need for the project.
- Grants cannot cover costs that have already been incurred.
- Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
- All supporting documents are required to be submitted with the application form.
- The organisation must invoice the Town Council for the grant awarded and submission of this invoice and the application form will be considered acceptance of the terms and conditions outlined in this policy.

## Some examples of projects considered:

- Funding for printing of leaflets or advertising for an event that has economic or community benefits
- Materials to improve the public realms – plants, compost, seeds, paint etc.
- Stock to give to local residents facing food poverty
- Room hire to facilitate an event that has local benefits
- Costs associated with youth support, mental health, bereavement and emotional needs, not already funded as a statutory service.
- Organisation of a community arts event which is open to town participation and attendance.
- Funding for sports clubs improvements
- Funding for youth activity schemes

## The following guidelines should be considered:

- The grant period will be for the financial year in which it is granted and applicants are asked to submit an end of project completion statement in February.
- Please tell us the least amount of funding you need in order to help make funds go as far as possible.
- Each application will be considered on an individual basis and in light of what funding is available at the point of receipt.
- Bear in mind that we are expecting to receive a high number of applications and may only be able to part fund your project or not fund it at all.

## Who can apply:

- Not-for-profit, constituted organisations.
- Registered charities.
- Social enterprises, including CICs.
- Unincorporated clubs and associations.
- Schools, where the support is outside of statutory provision and is directed at addressing hardship faced by families with children at the school
- Individuals – only if the project has significant benefits to Totnes residents

## All applicants must:

- Have a bank account in the name of the applicant.
- Be based locally and provide proof of address and ID.

## What can't be funded

- Loss of income.
- Large capital items, including vehicles.
- Parties, alcohol or shopping trips.
- Promotion of religious or political activity.
- Large scale building works.
- Grants awarded to individuals by the funded organisation.
- Support delivered by a national charity where there is no local branch.
- Retrospective funding.

## Supporting documents

The following documents WILL BE REQUIRED to support your application and shown to members considering the application, but not shared in the public domain:

- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code.
- Proof of address – utility bill, business rates or council tax bill etc.
- Photo ID.

**Please note that applications without these documents at the time of submission cannot be considered**

## Scoring Mechanism to assess applications

Every application received during the application windows will be considered by the Council Matters Committee who will make a recommendation to Full Council. Key considerations will be:

- Working with others; networking/partnering;
- Getting more people involved - widening participation.
- How the project meets the Town Council priorities.
- How the project improves the lives of Totnes residents.

## Assessment Process

- Eligibility check by officers
- Consideration by the relevant Working Group
- Final decision by Council Matters

## Timeline

- Grant applications open 15 April 2026.
- They will be considered by the next available relevant Working Group and then the following Council Matters committee.
- Please note that although this fund is open all year, the budget allocation is finite, and each application will be considered against the priorities of the Working Group applied to.
- Please be aware that the application process could take 2-3 months to reach a decision.

## Payment Requirements

- All grants should be spent for the purposes stated on the application only.
- Totnes Town Council reserves the right to recall any grant given to a project or organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned, please ensure receipts are kept for 12 months following expenditure.

## Monitoring and Reporting

- Applicants receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown.
- A form will be provided and you will be notified of the date by which it must be completed and returned.
- Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

## Publicity Requirements

- Totnes Town Council expects its logo to appear in published information about the funded project(s) and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.

- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the applicant and project.
  - Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.
  - If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated.
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### **IMPORTANT – Transparency Notice**

All information submitted (excluding personal data such as personal bank account details and personal contact details/ID) will be placed in the public domain as part of Council agenda papers.

## **Appendix A – Small Grants Application Form**

### **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
- Proof of local connection provided:  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: