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Launceston Town Council
The Town Hall
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LAUNCESTON TOWN COUNCIL GRANTS TO COMMUNITY ORGANISATIONS

HOW DOES THE SCHEME WORK?

Launceston Town Council allocates a budget each year to provide financial support to local groups and projects. The Council will look at each application on its merits, but will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise other funds.

The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. Town Councillors may wish to visit the project/scheme and the Council will require written feedback on how the grant was spent and how it benefited the community either with your next application or by the end of the financial year in which the grant was made. Failure to comply may result in future applications being rejected.

If your organisation has an exceptional need (whether by virtue of the size of award sought or the timing of the application) it is possible to apply using the Exceptional Grant Application form and providing full corroborative paperwork. A representative from your organisation will be required to make representation to the Finance and General Purposes committee when the grant application is considered.

GRANT AID POLICY

- a) Local authority maintained, grant maintained and private schools, individuals and commercial organisations will not be eligible
- b) A maximum grant of up to £250 will be set for the cost of any project, or activity for which an application is made and no grant in excess of 50% of the total cost of any project or activity will be awarded. (Exceptional grants will be considered separately)
- c) 'Upward Funders' i.e local groups whose total fundraising is sent to a central HQ for redistribution will not be grant aided
- d) The Town Council has the right to reduce the amount awarded in relation to the amount requested
- e) A second copy of the grant offer letter will be sent to successful applicants setting out the terms and conditions under which the grant will be awarded. This second copy will be returned to the Town Clerk, signed by the successful applicant to indicate acceptance of the terms and conditions before a grant cheque is presented
- f) If a grant is awarded to any organisation, the Town Council would expect to receive recognition of the support provided
- g) The Town Council reserves the right to withhold repeat applications
- h) Organisations with reserves in excess of 12 months expenditure will not be considered unless there is a specific project which requires sums of this size to be maintained by other funding bodies
- i) No application will be considered if it is received after the deadline for receipt and/or if the application is not complete.

WHEN WILL I GET THE GRANT?

Applications are considered at the February meeting of the Finance & General Purposes Committee for payment in the following financial year. Completed application forms must be returned by the end of December. You will be notified of the outcome of your application and the grants will be awarded at the Annual Meeting of the Council/Grants Presentation evening held in April each year

HOW DO I APPLY?

1. Applications must be made on the official application form and be accompanied by up-to-date audited accounts and/or a recent bank statement and a copy of your organisation's constitution.
2. Application forms are available from the Town Council office or on the website www.launceston-tc.gov.uk
3. Please read this information and the application form carefully to ensure that all the required information is provided.
4. The organisation is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
5. The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.

If you have any questions, please contact the Town Council office and ask for assistance.