



Ashburton Town Council

Community Grants Policy

Date Adopted	10 June 2025
Review date	May 2027

Signed by Town Mayor:

Date:



Ashburton Town Council Community Grants Policy

Ashburton Town Council (the Council) can agree a grants budget which may be expended in supporting projects by community organisations and groups that can demonstrate a benefit to the community.

Grant applications will be considered on their individual merits. All grant funding must be applied for within the designated time period (1st July – 1st September), and it should not be assumed that a successful outcome in one year will lead to a follow-on grant in a subsequent year.

Applications are considered at meetings of the Finance & Town Hall buildings Committee and recommended to Full Council to ratify the decision.

Applications must meet the criteria set out below:

- The burden of provision of evidence of community benefit falls to the applicant.
- Grants may be preferentially awarded to voluntary groups, not-for-profit organisations and charities operating in Ashburton where the benefit will accrue directly to the residents of Ashburton.
- Applications from regional or national organisations are welcomed but the application must clearly identify and quantify the benefit to Ashburton and its residents.
- Grants will not be awarded to individuals, commercial or profit-making organisations, or those promoting a specific political group or religious belief.
- Applications for items which have already been purchased or for events that have taken place will not be considered.
- Wherever appropriate, grant applicants are encouraged to apply to other grant awarding bodies in the area.

Procedure

Applications for grants must be made on the application form available and returned to the Town Clerk. The grant application process will open on 1st July and close on 1st September each year, for consideration during the councils budget discussions for the following financial year.

Applicants must also ensure they have included the following:

- Copy of constitution
- Latest bank statements
- Up to date set of accounts
- Copy of the last AGM minutes

The amount of an award will be at the sole discretion of the Council, who also reserve the right to refuse an application which, in their judgement, does not fit the criteria.

If any grant or part of a grant is used for purposes other than those for which it was awarded, the recipient may be required to repay the grant to the Council.



Where a group has been successful in being awarded a grant, the Council will not consider a further application from that applicant in the same financial year (April – March).

Within eight weeks of completion (or after six-months if ongoing), recipients of grants must complete the Ashburton Town Council Grant Post-Review Form and provide an end of project report to the Town Council.

The final report should include photographs and/or receipts as appropriate, showing how the grant has been used and what benefits have resulted from its use. Future grants will not be considered unless a report and post-review form has been received.

The Council reserve the right to use feedback for public information purposes.



Ashburton Town Council

Ashburton Town Council Grant Application Form

Please return this form to:

townclerk@ashburtontowncouncil.gov.uk or

Town Clerk, Ashburton Town Hall, North Street, Ashburton, TQ13 7QQ

Project outline summary

Name:

Organisation:

Preferred contact:

Project Title:

Please detail the total costs for the grant you are requesting:

Please give a short outline of your project, explaining how it will benefit the local community:



Explain how your project will be sustained and maintained into the future.

Explain how your project will have a positive impact on the residents of Ashburton.

Any section can be continued on a separate sheet if necessary.

Please include the following with your application:

- Copy of constitution
- Latest bank statement
- Up to date set of accounts
- Copy of the last AGM minutes



Community Grant Post-Review Form

To be completed with eight weeks of project completion (or within six months of the project launch).

Name:

Organisation:

Preferred contact:

Project Title:

Please give an overview of your project, summarising how it achieved the planned outcomes. This should include photographs and receipts where possible as a financial summary of how the grant was utilised.

Explain how your project will continue to be maintained following the funding.



Explain how your project has had a positive impact on the residents of Ashburton.

If you are happy to, please provide a testimonial that the council could use to promote its community grants on their website and social media pages.

Please include the following within an end of project report:

- Copy of final project report, including photographs where appropriate.
- Full costs with receipts as appropriate.

Any section can be continued on a separate sheet if necessary.