



**FALMOUTH TOWN COUNCIL**  
**GRANTS SCHEME**

**GUIDELINES AND ACCOMPANYING NOTES**

**PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

1. Applicants will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, serving Falmouth residents.

The Council will not normally consider an application for an individual seeking financial backing.

2. Generally local authority maintained, grant maintained and private schools, individuals and commercial organisations will not be eligible for a grant.
3. Applicants should attempt to meet expenses from other sources and provide evidence to that effect if requested.

*Note The Council expect to see where possible that organisations have applied to other sources for funding before making their application to this Town Council. Other sources may include other Councils, (County and Parish) parent organisations where the applicant is a branch of a larger organisations, or national bodies such as the Sports Council, the National Trust, charitable trusts or the National Lottery.*

4. Small grants of up to £200 will be considered up to the full amount of the cost of any project or activity for which the application is made.

All other grant application will not exceed 50% of the cost of any project or activity for which the application is made, unless there are exceptional circumstances.

*Note It is the practice of this Council not to award a grant in excess of 50% of the total cost of the project or activity. Organisations will need to demonstrate clearly why their application should be regarded as an exceptional case.*

5. The applicant will be required to show that some or all of the inhabitants of the town will benefit from any grant received.

*Note The Council is required to show that any grant given to an organisation will provide direct benefit to some or all of the towns inhabitants. It will, therefore, look closely at every application for evidence that the award will meet this requirement.*

6. The Council reserves the right to withhold, withdraw or recover the grant if the operation for which the grant is awarded ceases, its aims and objectives vary to the extent that the

application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application. A second copy of the letter offering a grant will be sent to the successful application 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 the grant cheque is despatched.

- 7 Organisations applying for a grant may be requested to send a representative(s) to address the Finance and General Purposes Committee for up to four minutes to elaborate on the application and answer questions. No written documentation may be tabled at the meeting.

*Note Any representative of an organisation attending the meeting should have either a copy of the completed application form or be fully conversant with its contents and be ready to answer questions on the application including the accounts. Failure of your representative to do this may lead your organisation not being awarded a grant.*

8. Where an organisation receives a grant it shall be on condition that members of the Council may visit its premises if appropriate.

9. The award of a grant will normally be taken up by 31<sup>st</sup> March following the date of the award being made unless written application for an extension is made to the Town Clerk by the first day of February, and the extension is approved by the Finance and General Purposes Committee. In this event, a date will be specified by which the expenditure must be made.

10. Applications for grant aid are considered by the Council through its Finance and General Purposes Committee.

11. Where a grant for £1,000 or more has been requested and / or for an event organisations must submit a trading account and balance sheet for the last financial year including existing balances and reserves.

12. If a grant is awarded to an organisation the Council would expect to receive recognition of that support.

13. Organisations may only make one grant application in a three year period.

*Note Grant applications made more frequently than once in a three year period must be accompanied by a Special Circumstances Form and considered by the Mayor, Deputy Mayor, Chair and Vice-Chair of the Finance and General Purposes Meeting prior to committee consideration.*

14. Application forms will be rejected if not completed or are contrary to the above stipulations. If you are unsure as to requirements please contact the Town Clerk.

***Falmouth Town Council,  
Municipal Buildings,  
The Moor, FALMOUTH,  
Cornwall, TR11 2RT***



**FALMOUTH TOWN COUNCIL GRANTS SCHEME**

**APPLICATION FORM**

1. APPLICANT (ORGANISATION):

CONTACT NAME  
AND ADDRESS:

TEL: NO. (HOME):

TEL. NO. (WORK):

DATE:

2. ADDRESS (ORGANISATION):

3. BRIEFLY, WHAT ARE THE ORGANISATIONS AIMS AND OBJECTIVES:

4. PLEASE LIST ALL YOUR ORGANISATIONS FACILITIES / SERVICES CURRENTLY OFFERED: (e.g. for playgroup-organised play sessions number of days per week, educational toys and games etc)

5. PLEASE STATE THE REASON FOR WHICH FINANCIAL ASSISTANCE IS REQUIRED: (e.g. a grant towards the cost of purchasing a guide dog for the blind)

HOW WILL THE FALMOUTH COMMUNITY BENEFIT FROM THIS GRANT?  
(e.g. those with impaired vision who will now be able to move around more freely)

6. PLEASE STATE TOTAL AMOUNT THIS PROJECT / ACTIVITY / ITEM WILL COST

£

7. STATE THE AMOUNT OF GRANT REQUIRED FROM THIS COUNCIL:

£

8. PLEASE STATE WHICH OTHER SOURCES/AMOUNTS HAVE APPLICATIONS BEEN MADE TO FOR THIS PURPOSE AND HOW THE REMAINDER OF THE FUNDING WILL BE FOUND IF YOU SHOULD RECEIVE A GRANT.(e.g fundraising events)

9. HAS YOUR ORGANISATION RECEIVED GRANT AID FROM THIS COUNCIL WITHIN THE LAST THREE YEARS YES/NO

IF YES, PLEASE GIVE DETAILS, DATES AND AMOUNTS:

PURPOSE FOR WHICH GRANT AWARDED	DATE AWARDED	AMOUNT AWARDED

10. IF YOU WISH PLEASE GIVE ANY DETAILS YOU FEEL MAY BE SIGNIFICANT IN HELPING TO EXPLAIN AND JUSTIFY YOUR REQUEST FOR A GRANT TO ASSIST THIS COUNCIL IN PROCESSING YOUR APPLICATION (e.g. cost of hiring a building or equipment etc.)

\_\_\_\_\_  
SIGNATURE ON BEHALF OF APPLICANT

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
APPLICANT'S POSITION IN THE ORGANISATION

ALL APPLICATION FORMS TO BE RETURNED TO:

**THE TOWN CLERK, FALMOUTH TOWN COUNCIL, MUNICIPAL BUILDINGS,  
THE MOOR, FALMOUTH, CORNWALL, TR11 2RT**

TEL NO.: 01326 315559 email: [mark@falmouthtowncouncil.com](mailto:mark@falmouthtowncouncil.com)