



Budleigh Salterton Town Council

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Grant Funding Applications Terms and Conditions

Budleigh Salterton Town Council (BSTC) recognises the value of voluntary and community groups and their contribution to residents' wellbeing, the local economy and the sustainability of a wide range of services which benefit both visitors and residents.

BSTC has the authority to make grants under the Local Government Act 1972, s137 which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

A limited amount is allocated to Grant Funding each year. For details of the current budget amount, please check the Town Council's website [Finance - Budleigh Salterton Town Council](#) or contact the Town Clerk.

BSTC makes grants to organisations and not individuals. All applications must comply with these Terms & Conditions in order to receive any grant payment.

- Applicants must supply bank details with their application and any grant payment will be made to the nominated bank account. No grant payments will be made to an individual's personal bank account. All grant payments must be acknowledged as received by the grant applicant within two months of the payment being made.
- The grant can only be used for the purposes as set out in the original grant application and in accordance with these terms and conditions.
- If the applicant is unable to proceed with the original purpose of the grant application, BSTC must be advised and may use its discretion to decide whether the funds can be used for another purpose.
- The applicant must use any grant funds within 12 months of receipt unless a variation of timescale has been agreed in writing with the Trust.
- The applicant should not publish anything regarding the grant or BSTC without prior written consent.
- BSTC may require, at its discretion, a Grant Funding Agreement to be signed by the applicant.
- Grants are considered individually and are awarded at the discretion of BSTC.
- All organisations in receipt of grants will be required to provide a short report for the Annual Town Assembly, usually held in March each year, to explain how the grant was used.

The application must contain the following:

- Name and address of key contact
- The overall aims and objectives of the organisation
- A description of the service provided, project or event to be supported
- The reason for the application with details of how the grant will be used
- How much funding is being applied for
- How the grant will benefit the town and people of Budleigh Salterton
- Other sources of funding for the same purpose, whether secured or unsecured

Required Supporting Documentation

The following items are required in support of each application:

- A copy of audited accounts and annual report
- Bank statements covering the last three months
- A copy of your organisation's Constitution (if applicable)
- A copy of your organisation's Terms of Reference or Articles of Association (If applicable)
- A copy of the Public Liability Insurance
- A copy of the Employer's Liability Insurance (if applicable)
- A copy of Building/Contents Insurance (if applicable)