



Lostwithiel Town Council Grant Policy

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1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Lostwithiel Town Council (the Council).

Lostwithiel Town Council is empowered and committed to support a range of causes each financial year within a limited budget. It is therefore imperative that the Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Throughout the document, where financial year is mentioned, for the Council this period is 1 April to 31 March.

2. Policy Statement

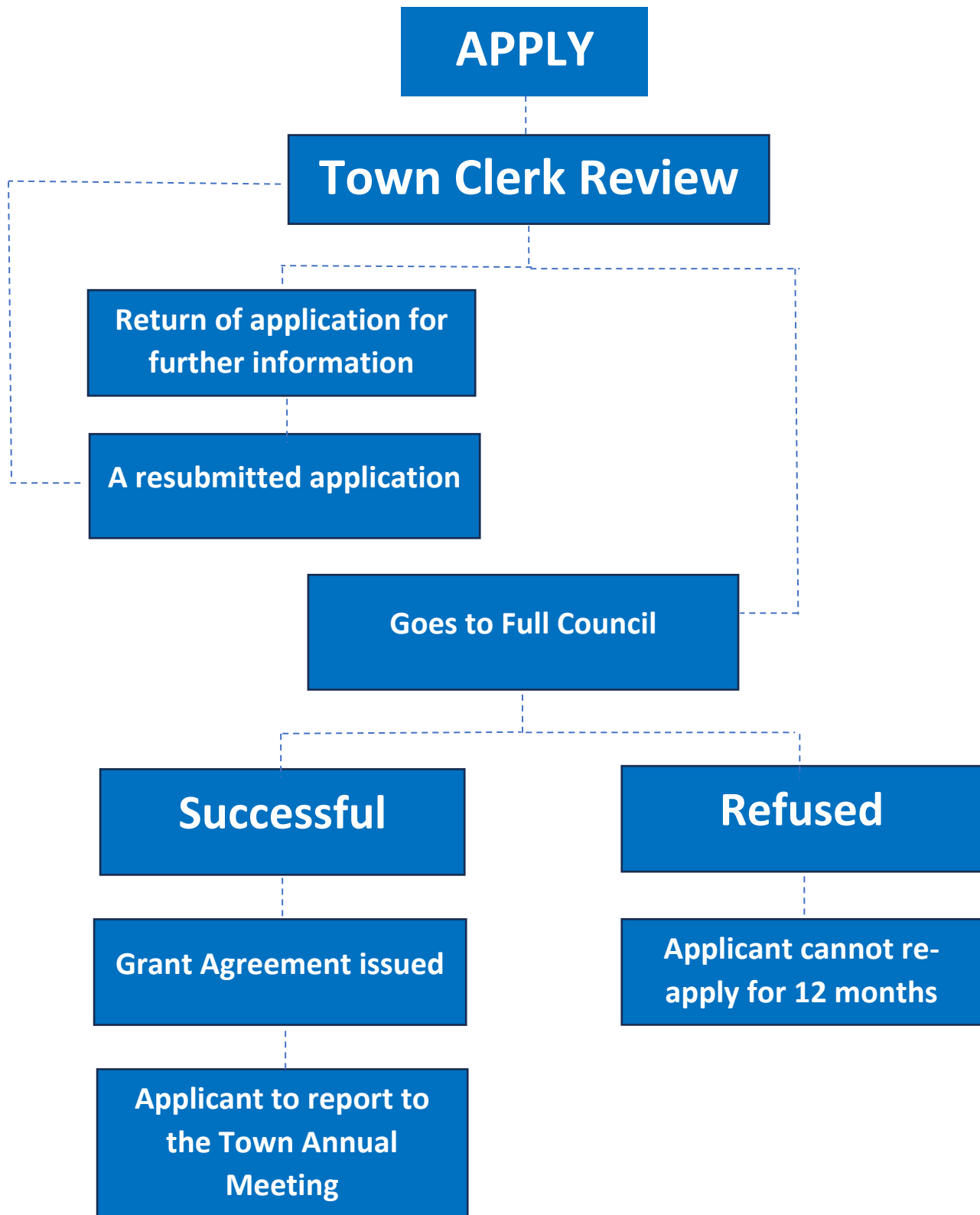
A grant is any payment made by Lostwithiel Town Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose, and which is not directly controlled or administered by Lostwithiel Town Council. The purpose of any grant given by Lostwithiel Town Council is to support initiatives in the local community and to help create opportunities for the residents of the Parish that are not, as a matter of course, funded by Lostwithiel Town Council or Cornwall Council and do not replace a statutory function.

3. General Principles

Grant applications must be completed in full and assessed against the set of criteria approved by Lostwithiel Town Council as detailed within this document.

If a grant application is returned by Town Clerk, applicants will be advised that the application should be re-submitted with the required information or, if this cannot be supplied, withdrawn.

4. Application Process Chart



5. Application Process

Key:

A. Apply

An application must be made using the Grant Application Form (Appendix 1).

B. Town Clerk Review

The Town Clerk reviews the application against a set of criteria, which can be found in the Normal Eligibility Criteria section of this document and either issues a Return Notice requesting further information from the applicant or presents it to the next meeting of the Full Town Council.

C. Town Clerk Return

If a Return Notice is issued, the items included within it must be addressed prior to the application being resubmitted. A deadline will be provided with a return notice and, if the requested information is not received by this deadline, the application will not be considered and will require a new application to be made.

D. Consideration at Full Town Council meeting

Council will deliberate over the application. All applicants are required to join the public participation item on the agenda to present the application submitted.

Applicants will be given five minutes to talk in support of their application which may be followed by questions from Members.

Applicants are invited to the meeting at least five working days prior. If an applicant or their representative confirms they cannot attend the meeting, then the application will not be considered until the next Full Town Council meeting.

If Lostwithiel Town Council refuses the grant, that decision is final.

E. Successful

If a grant application is successful, then the applicant will be advised that they have twelve months to apply for the funding to be released.

The applicant will be required to accept terms and conditions relating to the award which may include conditions placed on the funding and some conditions may have to be met before any funds are released.

If an applicant does not meet the terms and conditions associated with their grant award then they will be ineligible for any further grants from Lostwithiel Town Council and any future applications will not be considered.

The twelve months can be extended for larger, capital projects (subject to Council approval) but are not usually extended for smaller or event-type projects; unless the event is happening post the twelve-month period, and this was stated within the original grant request form.

F. Refused

If a grant has been refused, then the applicant cannot re-apply or submit a further grant request for the same or a similar project for a period of twelve months.

6. Normal Eligibility Criteria

This section outlines the Normal Eligibility Criteria for grants from Lostwithiel Town Council. The list is not fully exhaustive, but gives the key areas grant applications should focus on.

6.1 Mandatory Requirements

Grant applications must fulfil all of the mandatory requirements set out below or must provide clear and strong justification as to why they do not meet the requirement(s):

- Applications must be made on Lostwithiel Town Council's application form
- Applications must contain a current/most recent bank statement
- Applications must contain a copy of most recent audited accounts or most recent financial statements
- Public Liability Insurance Certificates are required for any events or projects
- Employer Liability Insurance Certificates are required if staff or volunteers are involved
- Buildings insurance (if request relates to funding towards this purpose)
- An applicant's home address and personal contact details are required, as well as any registered address for the organisation (if appropriate)
- The Application must contain a current copy of the organisation's constitution and, where relevant, Articles of Association
- The applicant must have a robust Safeguarding Policy for vulnerable adults or children should their project in anyway involve such activities.

- The application must demonstrate evidence of the organisation's commitment to Equality, Diversity and Inclusion.
- Applicants must confirm that they/their organisation have not been awarded a grant from Lostwithiel Town Council during the current financial year and/or that they do not have any projects still in progress which were funded by Lostwithiel Town Council.
- All supporting quotes/estimates must not be redacted prior to receipt
- There is a requirement for a *presentation* at the Full Town Council meeting where the application is being considered.
- All successful applications must provide receipts and supporting documents after the grant has been spent. Information must be submitted to the Council's Responsible Finance Officer within 1 month of the event/project completion. Failure to do so may result in clawback of the grant and will result in the automatic refusal of future grant applications.
- All successful applications must acknowledge the funding provided by Lostwithiel Town Council in all promotional materials, media coverage & interviews, and on their websites/social media channels (if applicable). Failure to do so may result in clawback of the grant and will result in the automatic refusal of future grant applications.
- All successful applicants will report at the Annual Town Meeting to demonstrate how the grant has been spent and the benefits the grant has provided. (The information provided by the applicants may be used by Lostwithiel Town Council to advertise its grant scheme online and /or included in the Annual Report).
- If the grant is towards a capital project, then it is a condition that a plaque or vinyl is affixed to the granted item with a 'Grant Funded by Lostwithiel Town Council' graphic; this will be provided by the Council. Instances where this is not possible, potentially due to a building's listing or the nature/size of the item, will be reviewed on a case by-case basis.

6.2 Applications which are not eligible

Lostwithiel Town Council will not consider applications for or from the following:

Value

- Requests for amounts greater than 50% of the annual budget amount (Please refer to the Finance pages on the Town Council website).

Organisations

- Non-constituted or unincorporated organisations
- National Charities
- 'Upward funders', i.e. local groups whose fundraising is sent to their central HQ for redistribution
- Private organisations operated as a business to generate a profit or surplus
- Projects with party political links
- Organisations intending to support or oppose any particular political party
- Organisations that discriminate against groups with protected characteristics as outlined in the Equality Act 2010
- To 'branches' that could be funded by their main organisation
- Organisations with substantial unallocated resources
- National organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project
- Organisations which intend to use the funding to provide grants to other organisations
- Organisations which intend to use the funding to stage events for profit or for third party fundraising purposes

Services

- Statutory services
- Replacement for statutory funding
- Costs of routine maintenance and repair of equipment

Activities

- A retrospective grant award (a project cannot start until it has been considered by Lostwithiel Town Council).
- Expeditions or trips
- Bursaries or scholarships
- Projects outside of Lostwithiel that do not provide a significant benefit to the Town
- Individuals
- Hospitality
- Projects which do not benefit the Town community at large
- For buildings which are uninsured

- A project which competes or conflicts with any service, project or event being supported, organised or funded by Lostwithiel Town Council
- Animal welfare

6.3 Guidelines for Grant Applications and Further Information

- In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.
- If an organisation is successful in obtaining a grant, then it will not be eligible to receive another grant within the same financial year.
- It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Town. All applications must clearly demonstrate how this will be achieved.
- Grant application forms are available on the Council's website. Application forms must be submitted along with the required information stipulated in section 6.1. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- Grant applications cannot be made retrospectively; a project cannot start until it has been considered by Lostwithiel Town Council.
- Applications from religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Lostwithiel Town Council can fund churches if the application is for community benefit i.e. such as repairs or improvements to the church building or churchyard (not for religious items) (Levelling-Up & Regeneration Act 2023).
- Schools will only be grant aided for environmental purposes or if, in the opinion of Lostwithiel Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Town. The project must also be in addition to statutory services.

- Grant applications will be considered against the following criteria:
 - (i) *Meeting the priorities as set out above*
 - (ii) *meeting an identified need*
 - (iii) *viability of the project*
 - (iv) *majority of those to benefit should be residents of the Town of Lostwithiel*
- It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Lostwithiel Town Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Lostwithiel Council within 12 months of when the grant was awarded to the applicant. Lostwithiel Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- The administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- Lostwithiel Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be made available to the organisation when all other funding is in place/secured and for a period of twelve months from the date Lostwithiel Town Council approves the request (unless otherwise determined by the Council when approving the grant). Should the funds continue to be required for the project after the twelve-month period, a Grant Renewal request must be submitted in writing to the Responsible Finance Officer outlining a full update, reasons for any delays and details of the short, medium and long-term project plan. This request will be administered by the Town Clerk and considered by Lostwithiel Town Council.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property. The Council may seek a first charge to be placed on any land which may need to be purchased under the project to protect against any significant project risks.

- Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year.
- The size of any grant awarded is at the sole discretion of Lostwithiel Town Council.
- Lostwithiel Town Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all media activity and that recipients work proactively with the Town Clerk to promote the award and activities of the recipient.
- The annual grants budget is agreed as part of the budget setting for the forthcoming year which determines how much is available to award.
- Lostwithiel Town Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of Lostwithiel Town Council.

6.4 Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque and make payment instructions. Grant awards cannot be paid to individuals.

7.0 Some Examples of Reasons for Officer/Automatic Return

This section provides details of possible reasons for an officer returning an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

7.1 Officer Return

- Application does not meet the eligibility criteria
- Application is not complete
- Application exceeds grant request limit
- Further information requested on an application has not been received by the deadline and no-communication has been achieved with the applicant
- Standard mandatory requirements are not in place/being met
- The project is considered too high risk for public funds to be contributed to it
- The business case is considered flawed or unsustainable (if appropriate)
- The Council does not hold any more funding for grants in the current Financial year

- Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard Lostwithiel Town Council and the local public funds.

A returned application will be accompanied with an explanation and advice on next steps required by the applicant (if appropriate).

7.2 Example of Normal Reasons for Town Clerk/Automatic Refusal

This section provides details of possible reasons for an officer refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

Automatic Refusal

An application will be refused automatically with no right of appeal if it is for the same or is similar to a previously refused application and has been submitted within the twelve months following the refusal (same applicant/organisation/family).

An application from an organisation which has not met the terms and conditions of a previous grant award will be refused automatically with no right of appeal.

No requests will be considered from organisations or individuals who have outstanding obligations, commitments, or disputes with Lostwithiel Town Council until such time as these are resolved to the satisfaction of the Council.

8.0 Deadlines

Town Clerk Return Notice Issued

The revised application should be re-submitted by the deadline provided by the Town Clerk. If the deadline has passed and the information is not received, a new application will be required to be submitted.

Refused by Lostwithiel Town Council

Applicants cannot reapply for twelve months from the date of the Council Refusal Notice.

Successful Grants

Subject to relevant conditions being in place, successful applicants have twelve months to request the release of the funds before they are automatically re-allocated.

An extension can be requested, but this is usually only granted for larger, capital projects (applicants will need to contact the Town Clerk to arrange payment). If the funds are automatically reallocated after twelve months, then the applicant would need to re-apply for the grant as well as submitting reasons for not drawing down the funds within the twelve months/extended time. There is no guarantee that such applications will be successful.