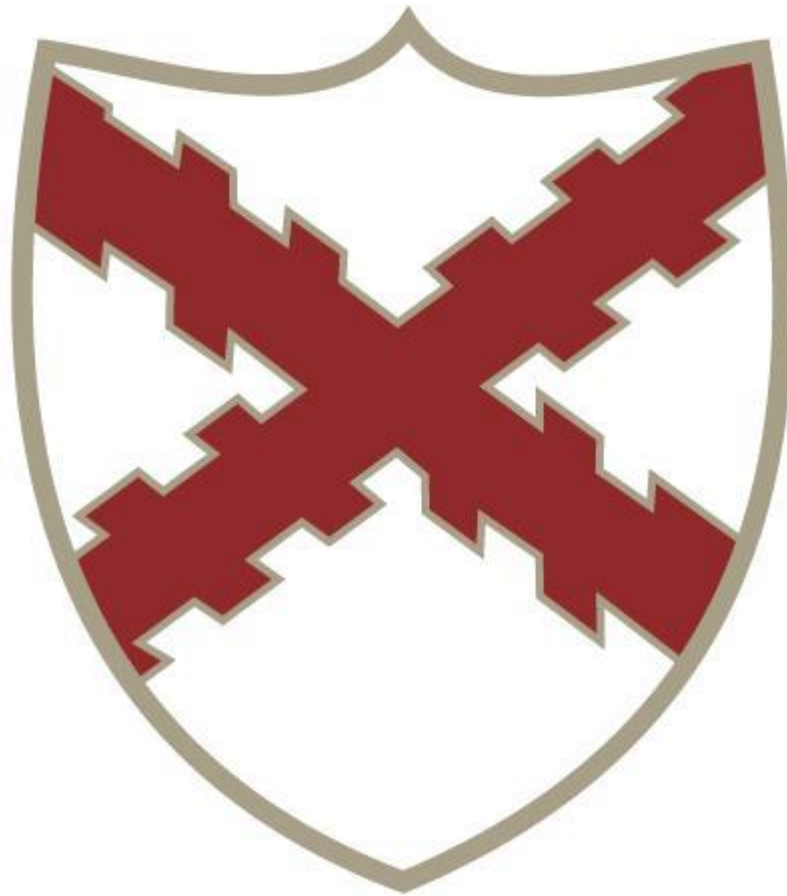


ST. AUSTELL TOWN COUNCIL



Small Grants Scheme Policy

Responsible Officer:	Town Clerk
Date approved:	November 2025
Date of review:	November 2026

Summary:

A. Introduction

The Town Council's Small Grants Scheme is operated by the Council's Community Committee. The Scheme is open to community organisations based in or working in the Parish of St Austell. Organisations can apply for grants of up to £250 for any project or activity which is for the benefit of residents. The Council's small grants budget for the 2026/27 financial year is £10,000.

The scheme is primarily aimed at community organisations based in or working in the parish of St Austell Town. Organisations from outside of the parish of St Austell Town may only apply if they can demonstrate a significant economic or social benefit to the parish. The Council may award reduced funding levels or, indeed, refuse funding to organisations based outside of the parish.

B. Process

Applicants are required to complete and return a simple grants form. This is then submitted to the appropriate meeting of the Community Committee – either as part of an annual grants meeting (the Council will advertise the arrangements for this meeting in the local press) or, if outside this period, to an ordinary meeting of the Committee (the Committee meets approximately every six weeks). The Committee may invite the applicant to attend the meeting to introduce the application and answer any questions. The Committee will consider each application on its merits. It will notify the applicant of its decision within 10 working days of the meeting and, if the application is approved, will send the applicant a cheque for the appropriate amount.

The Town Council can consider requests for larger grants in exceptional circumstances where it can be demonstrated that more funds are required and the benefit to the local community and/or the local economy would justify a larger award. In such circumstances further information and undertakings or guarantees may be required. Applicants may also be required to produce a report demonstrating value for money before and after the completion of a project.

If you require any assistance to complete the Council's grant application form please either contact the Town Council's office or your local Councillor.

The Council can also help signpost applicants to other relevant sources of funding. Please contact the office if you would like us to suggest other potential sources of funding.

C. Criteria

1. Applicant organisations must be non-profit making, should ideally have a constitution and be able to supply a copy of their constitution.

2. National organisations will not usually be issued with a grant unless it can be demonstrated that the funds will be used in St Austell.
3. Applicant organisations must have a bank account and submit a copy of their most recent bank statement with their application. They may also be asked for a copy of their latest set of accounts.
4. Applications from Churches or religious organisations for funding towards the cost of providing facilities which could be used primarily to support the act of worship will not normally be considered unless they can be demonstrated to provide a broad community benefit unrestricted by religious beliefs or sectarianism.
5. Projects/activities must benefit local residents and/or be of demonstrable benefit to St Austell.
6. Applicant organisations must demonstrate their commitment to equal opportunities and projects/activities must comply with equalities legislation.
7. The Town Council welcomes applications for projects which will make a positive contribution to the climate emergency.
8. The Town Council recognises the impact of Covid on local communities and welcomes projects which seek to improve the quality of life and wellbeing of local residents.
9. Clear arrangements must be in place to manage projects/activities and measure their success.
10. Applications must set out the cost of the project/activity and list other sources of funding sought or secured.
11. Grants will not be awarded retrospectively for any project which has already commenced.

Cost of Living Crisis

In recognition of the cost of living crisis and the difficulties many organisations are facing, the Town Council with effect from 1st December 2022 resolved to welcome grant applications of up to £250 from community organisations to assist with their overheads or running costs (ie public liability, regular room hire costs, rent, rates, salaries, postage or stationery).

D. Rules for successful applicants

1. Applicants must not change the use of their grant award, without the written permission of the Town Council.

2. Applicants must, on request, send the Town Council a written report on the use of their grant within three months of completing the relevant project and agree to the Town Council publishing details of any grants awarded.
3. Applicants must refer to the support of the Town Council in any publicity they release about their project and agree to the Town Council publicising details of any grants awarded.
4. If applicants provide any false information in their application, this may lead to the withdrawal of the grant offered.
5. Persons signing the application form are required to make a personal guarantee that, should any grant offered not be used in accordance with the terms and conditions set by the Town Council, they will repay the outstanding amount to the Town Council on demand.
6. Only one application per organisation will be considered each year unless there are extenuating circumstances.
7. Organisations may be asked as a condition of the grant to complete a feedback form demonstrating how the Council's funding was used and the benefits derived.

E. Further information

For further information, including grants application forms, please contact:

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