

EXMOUTH TOWN COUNCIL

Application for Financial Assistance - Notes for Guidance

What sort of grants and loans does the Town Council offer?

Exmouth Town Council has set a budget of £16,000 for the year to offer financial support to local groups and projects. The Council will look at each application on its merits, but will expect you to show how the money would benefit the community. You should also show that you are making reasonable efforts to raise your own funds. The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will normally expect its contribution to be acknowledged in any publicity about the project, and Members of the Council or its officers may wish to visit. The Council occasionally may offer a loan or a guarantee against loss instead of a grant.

Who can apply?

Any organisation based in Exmouth and/or providing direct benefit to Exmouth and its residents may apply to the Town Council for a grant, loan or guarantee against loss to help with particular projects or with the general running costs of the organisation. The law does not allow the Council to give general grants to individuals. However, if help is needed to enable someone to take part in a sports event, an application for this purpose may be considered.

Anyone proposing a project in Exmouth which will benefit the community and who is able to prove that they have proper arrangements in place to be accountable for the way the grant is used.

How is an application made?

1. Ask for an application form from the Town Council office at Exmouth Town Hall.
2. Read these Notes carefully and look through the application form to make sure that all the information required can be provided.
3. If you are in any doubt, contact the Town Council office and ask for help or guidance.
4. Fill out the form as required and send it, together with a financial statement for your organisation (preferably the most recent set of audited or certified accounts), to:

**Exmouth Town Council, Town Hall,
St. Andrews Road, Exmouth, EX8 1AW Tel. 01395 276167**

What happens next?

Grants will be determined on two occasions in the year. The Finance Committee meeting on 20th June 2011 will consider allocating up to 60% of the grant fund (after other commitments have been met) and the meeting on 21st November 2011 will consider allocating up to 30%. The remaining 10% will be held in reserve for urgent requests which would not otherwise have been foreseen.

Organisations wishing to make applications to the Council for Financial Assistance should therefore apply by 13th May for the first round of applications or 14th October for the second round.

Deadline for Applications	Finance Committee when applications determined
13 th May 2011	20 th June 2011
14 th October 2011	21 st November 2011

If the amount of assistance requested by organisations in the first round exceeds that available, then some applications will be deferred to the second round for determination.