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Launceston Town Council  
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## LAUNCESTON TOWN COUNCIL GRANTS TO COMMUNITY ORGANISATIONS

### HOW DOES THE SCHEME WORK?

Launceston Town Council has a budget each year to provide 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 will benefit the residents of Launceston. You should also show that you are making reasonable efforts to raise other 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 expect its contribution to be acknowledged in any publicity about the project. Town Councillors may wish to visit the project/scheme and the Council will require written feedback on how the grant was spent and how it benefited the residents of Launceston either with your next application or by the end of the financial year in which the grant was made. Failure to comply may result in future applications being rejected.

There is no limit to how often an application can be made but the Council reserves the right to refuse grant applications from groups or organisations that have made a successful grant application in previous years, or on a regular basis.

### WHO CAN APPLY?

Any organisation based in Launceston and/or providing direct benefit to residents of Launceston parish can apply to the Town Council for a grant. Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit Launceston residents. Grants to individuals will only be made in exceptional circumstances. Grants are not made to commercial organisations.

### HOW MUCH CAN I ASK FOR?

**If you are applying for a standard grant the amount will be determined by the Council at the Finance and General Purposes Committee meeting where the applications are considered and will be based on the available budget and the number of successful applications.**

All applications will be considered on their merit, there is no set grant amount, but the Council has a finite budget from which to give grants, and aims to support as many organisations as possible. Grants may be for specific projects or for general running expenses. If your application is for less than the total required for the whole project you must let us know what the sum total will be and when you anticipate being in a position to deliver the project.

If your organisation has an exceptional need (whether by virtue of the size of award sought or the timing of the application) it is possible to apply using the Exceptional Grant Application form and providing full corroborative paperwork. A representative from your organisation will be required to make representation to the Finance and General Purposes committee when the grant application is considered.

### WHEN WILL I GET THE GRANT?

Completed application forms must be returned by the end of December, applications for the standard grants are considered in early February by the Finance & General Purposes Committee, you will be notified of the outcome of your application shortly after this and the grants will be awarded at the Annual Meeting of the Council/Grants Presentation evening held in April each year.

For Exceptional Grant Applications there is no deadline for applications, these will be considered at the first possible Finance and General Purposes committee following receipt of the application by the Town Council offices.

## HOW DO I APPLY?

1. Applications must be made on the official application form and be accompanied by up-to-date audited accounts, a recent bank statement and a copy of your organisation's constitution.
2. Application forms are available from the Town Council office or on the website [www.launceston-tc.gov.uk](http://www.launceston-tc.gov.uk)
3. Please read this information and the application form carefully to ensure that all the required information is provided.
4. The organisation is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
5. The Town Council reserves the right to reclaim the grant in the event of it not being used, or not being used for the purpose specified on the application form.
6. Where there is a substantial change in the circumstances of the applicant, the Town Council reserves the right to reconsider the grant of an award, its amount and/or restrictions applying to any award prior to payment.

If you have any questions, please contact the Town Council office and ask for assistance.