



The Redruth Town Council Grant Scheme provides grants to community groups and other organisations which benefit the residents of Redruth.

It is managed by the Finance team and grants are awarded by the Finance Committee of the Council at their quarterly meetings.

Youth Grants up to £500 are also reviewed by the Youth Council.

THERE ARE TWO GRANT FUNDS AVAILABLE:

1. **Community grants** available to any community group based in Redruth Parish which meets the criteria below (see [Who can apply?](#))
2. **Youth Grants** available *only* to organisations set up to benefit young people (aged 18 or under) in Redruth Parish.

WHO CAN APPLY?

- ✓ Charities
- ✓ Community interest companies
- ✓ Sports clubs
- ✓ Non-profit organisations
- ✓ Community groups who are either *based in Redruth parish*, or where most people who will benefit *live in Redruth parish*.

Your organisation **must** have a bank account in its own name with at least two signatories who are **not** related to each other.

WHO CANNOT APPLY?

- X Individuals
- X Groups with a party political or religious purpose
- X Informal groups

WHAT CAN THE GRANT BE USED FOR?

The grant can be used to support many types of project or activity such as:

- ♥ Purchasing equipment, uniform or kit
- ♥ Supporting the costs of an event, or residential trip
- ♥ Paying for training for staff or volunteers
- ♥ Recruitment drives to increase membership

Maxi grants **may** also be used to support the normal running costs of your organisation such as staff costs, or general overheads.

We cannot pay grants retrospectively, only to cover future costs.

HOW DO WE APPLY?

Small Grant

- Up to **£500**
- Fill in **page 1** of the application form, and return

Large Grant

- Up to **£2,500**
- Fill in **pages 1 and 2** of the application form, and return
- Provide other information listed on the application form
- Demonstrate that you can fund at least 20% of the cost yourself (see **Match Funding** below)

Maxi Grant

- Up to **£20,000**
- Funding open **only** to organisations serving young people
 - Fill in **pages 1 and 2** of the application form
 - Provide other information listed on the application form
- Provide evidence that the organisation will continue for at least six months after the grant is paid (cash flow forecasts, budgets, other funding applications, existing funds). Contact **rfo@redruth-tc.gov.uk** if you need more information
- Demonstrate that you can fund at least 20% of the cost yourself (see **Match Funding** below)

MATCH FUNDING

If you are applying for a Large or Maxi grant, we ask you to fund at least 20% of the cost of the project by either:



Using your own resources, e.g. money you already have, volunteer, or staff time



Running fundraising activities to cover part of the cost



Applying for other grants

DEADLINES

There are four deadlines during the financial year. Applications received after a deadline will be considered in the following round.

	DEADLINE	FINANCE COMMITTEE DATE	GRANTS PAID BY
Round 1	31st May	July	31st July
Round 2	31st August	October or November	31st October or 30th November
Round 3	30th November	January	31st January
Round 4	28th February	April	30th April

WHERE DO WE SEND THE APPLICATION?

Please send the completed form and other information required to the Finance team at Redruth Town Council, in one of the following ways:

BY EMAIL

finance@redruth-tc.gov.uk

BY POST

Grant Applications,
Redruth Town Council,
Redruth Civic Centre,
Alma Place, Redruth,
TR15 2AT

BY HAND

Hand it in to Redruth
Library

WHAT HAPPENS AFTER WE HAVE SENT IN OUR APPLICATION?

1. We confirm receipt of your application.
2. For **Large** or **Maxi** grant applications, we check your details at Companies House or the Charity Commission. ***We will not pay a grant to any organisations with overdue filing requirements.***
3. We carry out a search on social media to ensure there is nothing to suggest a reputational risk for the Council if we pay you a grant.
4. We review your application and contact you if anything is missing, we have any questions, or we need more information.
5. We invite you to attend the Finance Committee meeting and make a short (max 3 minutes) presentation about your application, if you wish to. You do not have to do this.
6. The Finance Committee makes a decision about your application at the meeting.
7. The Finance team contacts you shortly after the meeting to let you know how much you have been awarded.

WILL WE BE AWARDED THE FULL GRANT?

We can't guarantee that the Committee will award the full grant you have applied for. It depends on the number of other applications and the remaining budget for the year.

There is a tick box on the form where you can confirm whether you would accept a smaller grant if awarded it. If this happens, a member of the Finance team will contact you to discuss whether you wish to continue with your application.

WHAT HAPPENS WHEN WE ARE AWARDED A GRANT?

1. We will send you a letter confirming the amount of the grant, and setting out the terms of accepting it, which are:
 -  You agree to spend the grant on the purpose you applied for, within six months of receipt.
 -  You agree to use the 'Supported by Redruth Town Council' logo on your website, social media postings, newsletters or noticeboards
 -  You agree that Redruth Town Council can mention your project in our own publicity. We may ask you to send us photos that we can use.
 -  You agree to send us copies of receipts for the expenditure
 -  You agree to complete an evaluation form 6 months after receiving the grant
 -  If you are unable to use the grant as stated on your application, you agree to repay the grant to Redruth Town Council with copies of all receipts
2. Once we have received the acceptance letter from you, we will pay you the grant awarded
3. You complete the grant evaluation form six months after receiving the grant and return it to Redruth Town Council

WHAT IF YOUR APPLICATION IS UNSUCCESSFUL?

If we receive more applications than we have budgeted for, some applications may not be successful, or we may award a lower amount than you have applied for. We also reserve the right to reject any applications where:

-  Your organisation has not filed information up to date at Companies House or the Charity Commission
-  Our checks reveal information, such as social media postings by or about your organisation, that we assess could risk the Council's reputation if we were to approve a grant
-  Your organisation is not based in Redruth, does not primarily work with people in Redruth or the grant is not mainly for the benefit of Redruth residents.
-  The grant is used for a project which supports a particular political or religious viewpoint
-  Your organisation does not have the policies required for a *Large* or *Maxi* grant application

WHEN CAN WE APPLY AGAIN?

You will not be able to apply to Redruth Town Council for a grant for at least **one year** since your previous application

CONTACT DETAILS

HELEN BARDLE

DEPUTY TOWN CLERK & RESPONSIBLE FINANCE OFFICER



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