



CAMELFORD TOWN COUNCIL

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Camelford Town Council - Community Grants Policy Adopted 15th July 2025

Applications for financial support must be submitted between 1st January and 30th September each year. Camelford Town Council (CTC) sets the budget for the next financial year between November and January. Grants will be approved for payment in the following financial year (6th April to 5th April).

Applications must be submitted on an official application form and accompanied by the required documentation, including the latest balance sheet, a copy of the constitution, and a statement on how the application will promote or improve the social, economic, and environmental well-being of the parish or parishioners. Supporting documentation, such as photographs and plans, is welcome. Applicants unable to provide a balance sheet should submit a business plan or strategy with other supporting documents. CTC reserves the right to request additional information to aid in the determination of the grant.

Once a decision is made, an offer letter will be sent to the applicant detailing the grant amount awarded and any specific conditions attached.

Grant applications are capped at £300. However, higher grant amounts may be considered on an individual basis in exceptional circumstances.

Eligible Applicants

Any charity, voluntary group, or community organisation may apply. CTC must be satisfied that the grant will likely promote or improve the economic, social, or environmental well-being of the Camelford Town Council area. Grants will be made to organisations working for or helping the people of Camelford. Assistance to residents from surrounding parishes is not a disqualification.

CTC will not fund activities of a political nature and promotes equal opportunities.

Grants will not be awarded to national organisations without a direct specific benefit to the people of Camelford or where local funds are sent to a regional or national HQ for redistribution. Local branches of national organisations must show why assistance is not forthcoming from the parent body.

Organisations will not receive more than one grant per financial year.

Conditions of Funding

The following conditions apply:

- Organisations must be properly constituted, with a written constitution and appointed officers.
- Grants will only be considered if submitted on the appropriate form to the Town Clerk, supported by the necessary documentation. Insufficient documentary evidence of the organisation's financial position may result in the application not being considered.

- Projects relying on CTC funding should not start until an offer letter is received.
- Grants will not be awarded retrospectively for work, goods, or services.
- Grants may be awarded for less than the amount requested.
- Grants will not be awarded to finance running costs, salaries, or wages.
- If the group cannot use the grant for the stated purposes within the stated timescale, the funds must be returned to the Town Council.
- CTC may require surplus funds to be returned.
- The grant must be used only for the purpose for which the application was made.
- CTC's decision is final.
- Applicants must attend the October meeting to explain to the council the reason for applying for the grant. Failure to attend the meetings may result in the application being rejected.
- Successful applicants must attend the Annual Parish Meeting, held annually in the first week of May, to provide a report on how the funds have been or will be used.