

Torbay Community Grant Fund Policy 2025/2026

1. Introduction

- 1.1 Torbay Council supports charity, voluntary and community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects which have a beneficial impact on the local community and support one or more of the Council's strategic themes from the Torbay Community and Corporate Plan.

2. Scope

- 2.1 This policy applies only to the allocation of the Torbay Community Grant Fund 2025/26 to the Third Sector, who may apply for grants of up to £40,000 of the £200,000 fund.
- 2.2 In exceptional circumstances, the panel may consider sums higher than £40,000 and applicants should contact comgrant25@torbay.gov.uk if they believe they have an exceptional case that warrants consideration.
- 2.3 This policy does not apply to any other means of financial support from the Council that may be available under other schemes.

3. Purpose of the Community Grant Fund 2025/2026

- 3.1 The Council has introduced this fund to further support the vital work that is undertaken by the communities of Torbay. The fund has been established to offer help to the voluntary and community sector (VCS) to gain access to new significant capital funding streams in year. Funding can be made towards costs to cover capital works and/or specific outlay for activity related to capital expenditure. Capital expenditure can be defined as expenditure on a physical object, building or asset.
- 3.2 Funding will only be provided where it can be demonstrated that a defined impact will be made that supports the ambitions and visions of the Community and Corporate Plan. Organisations should demonstrate an outcomes focus in applications for funding.

Applicants should demonstrate how the funding will achieve improvements within Bay's most deprived areas that sit outside of Torquay, which is benefiting from other specific place-based funding.

Applications should also highlight where any Council funding will enable further funding and/or support from third parties.

- 3.3 Torbay Council residents will be the main recipients of the funding. The Council will require that all funding awards support the strategic themes of the Community and Corporate Plan, namely:

Community and People:

- ☐ Ensure our town centres are safe and welcoming for all.
- ☐ Keep children safe in their communities and provide safe environments for our young people to thrive in.
- ☐ Ensure early intervention is effective and targeted.
- ☐ Provide the best care and support available so that residents are empowered to achieve what matters most to them.
- ☐ Provide clear signposting for those needing our help.
- ☐ Support and encourage community action.
- ☐ Improve wellbeing and reduce social isolation.

Pride in Place:

- ☐ Draw investment into our towns and breathe life into our town centres, partnering with the private sector to deliver major projects.
- ☐ Maximise heritage and cultural opportunities for the enjoyment and benefit of residents and visitors.
- ☐ Ensure the effective operation of SWISCo to have resources to reinvest in Torbay.
- ☐ Deliver priority capital projects within the Council's Capital Programme.
- ☐ Improve the delivery, affordability and quality of housing (including housing standards) for residents in Torbay.
- ☐ Improve the delivery of our planning service.
- ☐ Protect and enhance our lived, built and natural environments, including our green spaces.

Economic Growth:

- ☐ Encourage aspiration, providing opportunities for everyone to raise their skill level, particularly in high value careers.
- ☐ Drive training opportunities across all sectors to empower people to improve their skills.

- ☐ Improve transport links to and within Torbay.
- ☐ Develop a year-round economy.
- ☐ Increase the amount of full-time employment opportunities within Torbay.
- ☐ Focus on inclusive growth, with opportunities which benefit everyone.

3.4 The Council retains the right to publicise all beneficiaries of the Community Grant Fund 2025/26 and the specific objectives that the funding will be used for.

4. Which organisations are eligible to apply for small grants funding?

4.1 Your organisation must:

- a) provide community activities or services within the Torbay Council area, which support the strategic themes of the Community and Corporate Plan;
- b) demonstrate the services it is providing by giving details of its activities and the number of people it is in contact with;
- c) actively promote equality issues within its structure and operations;
- d) ensure that any previous funding received from Torbay Council has been spent in accordance with the funding award conditions attached to them;
- e) ensure that all funding awards are spent within 12 months of being awarded;
- f) ensure, wherever possible, acknowledgement of the funding award from the Torbay Community Grant Fund in its marking collateral, website and premises;
- g) have a formal constitution or set of rules;
- h) have a bank account requiring at least 2 unrelated signatories;
- i) operate with no undue restrictions on membership; and
- j) have a detailed plan as to how the grant fund will be promoted.

And be either:

- ☐ A constituted group with a volunteer management committee, with a minimum of three unrelated members, that meets on a regular basis (at least 3 times per year).
- ☐ A registered charity, with a board of trustees.

Or:

- ☐ A registered Community Interest Company, and provide copies of your Community Interest Statement, details of the Asset Lock included in your Memorandum and Articles of Association, and a copy of your latest annual community interest report.

4.2 An organisation can only submit one application per year.

5. Which organisations are not eligible to apply for small grants funding?

5.1 We will not permit applications for community grants funding:

- ☐ from groups promoting or lobbying for particular religious or political beliefs or campaigns;
- ☐ from organisations that do not do work within the boundaries of the Torbay Council area;
- ☐ from individuals;
- ☐ from organisations which aim to distribute a profit;
- ☐ from organisations with no established management committee/board of trustees (unless a CIC); or
- ☐ that are incomplete.

5.2 The Council reserves the right to reject any application for any reason.

5.3 The Council reserves the right to cease to license any organisation with a minimum of 7 days notice for any reason. If fraudulent or illegal activity is suspected cessation will be immediate.

6. What will and will not be funded?

6.1 Funding will only be considered for work that will be undertaken in Torbay and will be wholly or significantly for the direct benefit of Torbay residents living outside of Torquay and within areas of deprivation.

6.2 Awards cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought.

6.3 Any funding award must only be spent for the approved purpose i.e. applicants must be able to demonstrate that the funding has been spent on the specific purpose outlined in the funding application form and detailed in the final funding offer letter by providing receipts/evidence.

6.4 Torbay Council does not fund applications for structural purchases.

6.5 Awards cannot be used for funding day-to-day operational costs.

7. Risk considerations in funding awards

7.1 The Council acknowledges that the creativity and innovation of the VCS sector can carry risks for non-delivery, for example where a new idea does not work out as intended.

7.2 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.

7.3 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, any agreed funding may be subject to payment plan linked to agreed milestones.

7.4 Funding awards to VCS groups will be looked on more favourably where applications can demonstrate:

- a) a strong evidence of need;
- b) evidence that the proposed approach is likely to achieve the desired outcomes;
- c) that the application does not contain or produce high revenue costs that cannot be sustained;
- d) that a lasting benefit can be achieved in Torbay's most deprived areas; and
- e) greater impact that may be possible through match funding or enablement of other funding sources.

8. Funding Conditions

8.1 Information of the conditions that will apply to funding awards (as set out in this Policy) will be made available to applicants before they apply.

8.2 All funding offers will be subject to the recipients accepting the funding conditions.

9. Assessment Process

9.1 Applicants must complete a standard application form and provide the supporting documents.

- 9.2 The Council will let you know if you have been successful within 6 weeks of the application deadline – so please take this into consideration when planning your project – payments will be made directly into your BACS account no later than 12 weeks from the date of consideration by the Panel or in accordance with any agreed payment plan.
- 9.3 All funding applications will be assessed by a panel comprising of the Council's Chief Executive and the Director of Finance, their recommendations for funding awards will be presented to Cabinet for their decision.
- 9.4 Appeals against the process used to award funding will be dealt with using Torbay Council's complaints procedure. There is no right of appeal as to the decision outcome itself.

10 Other Relevant Funding

- 10.1 If this grant is not suitable for groups looking for funding, it may be beneficial to review the Torbay Council Community Fund administered via Torbay Communities, which provides smaller organisations grants up to £400.

Whilst this is significantly smaller in terms of value, it does have fewer requirements and may be suitable for smaller groups or individuals with less infrastructure etc.

The criteria for the fund are narrower than those covered in this policy, and are listed here for reference:

- People's health and wellbeing. Helping people get more active or look after themselves better.
- Developing arts, culture and experience of Torbay by providing opportunities to make Torbay a better place to live, work or learn.
- Improving the environment that people live in by caring for, improving and regenerating open spaces, parks, places and buildings.
- Supporting positive ageing and community cohesion through more integrated arrangements with the voluntary and community sector, assets are developed to allow people to feel empowered to stay well in their home and local area.
- Children and young people's experiences in Torbay are improved by becoming or staying healthy, developing skills and experiences, access to clean and secure environments to meet, play and socialise.

The link to the Community Fund is here: [Torbay Communities | Torbay Council Community Fund](#).

Torbay Community Grant Fund 2025/2026

Grant Application Form

Reasonable adjustments are available should you require support completing this application form. Please contact comgrant25@torbay.gov.uk if you require such assistance.

The Community Grant 2025/2026 Funding Panel is usually able to make monetary awards up to £40,000 for charity, voluntary and community sector organisations.

Funding can be made towards costs to cover capital works and/or specific outlay for activity related to capital expenditure. Capital expenditure can be defined as expenditure on a physical object, building or asset.

In exceptional circumstances, the panel may consider sums higher than £40,000 and applicants should contact comgrant25@torbay.gov.uk if they believe they have an exceptional case that warrants consideration.

It is essential you refer to the policy to ensure your application supplies all the information needed for the funding panel to make a decision.

The vision for the Community Grant Fund 2025/2026

Torbay Council recognises the value that independent, not-for-profit charity, community and voluntary sector organisations have in the local community. The Community Grant Fund 2025/26 and its good causes funding programme demonstrates Torbay's commitment to deliver and support a successful third sector, which have a beneficial impact on the local community and support the strategic themes of the Torbay – Community and Corporate Plan.

The criteria for the funding programme reflects the Torbay Council's Community and Corporate Plan Priorities. Your application should demonstrate how you contribute towards one of the criteria listed in the policy.

Timescale for funding decisions

Decisions on funding applications are considered once a year (see below timetable), unless otherwise advertised. We will let you know if you have been successful within 6 weeks of the application deadline - so please take this into consideration when planning your activities.

2025/2026 timetable for applications

The funding panel will meet: **31 July 2025**

Please return your application forms no later than: **4pm, 25 July 2025**

Any applications received after this date will be considered at the next panel meeting.

Please return your completed application forms to: comgrant25@torbay.gov.uk

If you do not have an email account, you can post your application to:

Torbay Community Grant Fund 2025/26, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Torbay Community Grant Fund Application Form 2025/2026

1. Name of your organisation:

2. Landline no:

Mobile Telephone:

Email:

3. Contact Name (please provide the names of two people who are able to discuss the application).

Main contact:

Second contact:

If we need to ask you for some more information about this application what is the best day / time to call you?

4. Your organisation address:

Address for correspondence:

5. Does your organisation have a bank account? If yes, please give details

Name of Account: e.g. Anytown Community Group

Bank Address:

Sort Code:

Account Number:

How many signatories are required to sign cheques?

(Please note: funding awards will be made by BACS transfer into the account shown above).

6. a. How much funding do you require from the Torbay Community Grant Fund? £.....

(Maximum of £40,000)

b. What was the annual income of your organisation last year? £.....

c. What is the projected income for your organisation this year? £.....

This should be the same as at question 16.

Which of the criteria outlined in the policy (section 3.3) does your application best fit? Please tick all that apply.

Community and People:	
Ensure our town centres are safe and welcoming for all.	
Keep children safe in their communities and provide safe environments for our young people to thrive in.	
Ensure early intervention is effective and targeted.	
Provide the best care and support available so that residents are empowered to achieve what matters most to them.	
Provide clear signposting for those needing our help.	
Support and encourage community action.	
Improve wellbeing and reduce social isolation.	
Pride in Place:	
Draw investment into our towns and breathe life into our town centres, partnering with the private sector to deliver major projects.	
Maximise heritage and cultural opportunities for the enjoyment and benefit of residents and visitors.	
Ensure the effective operation of SWISCo to have resources to reinvest in Torbay.	
Deliver priority capital projects within the Council's Capital Programme.	
Improve the delivery, affordability and quality of housing (including housing standards) for residents in Torbay.	
Improve the delivery of our planning service.	
Protect and enhance our lived, built and natural environments, including our green spaces.	

Economic Growth:	
Encourage aspiration, providing opportunities for everyone to raise their skill level, particularly in high value careers.	
Drive training opportunities across all sectors to empower people to improve their skills.	
Improve transport links to and within Torbay.	
Develop a year-round economy.	
Increase the amount of full-time employment opportunities within Torbay.	
Focus on inclusive growth, with opportunities which benefit everyone.	

7. Please tick one or more of the following which best describes your organisation:

- Informal group or organisation ☐
- Registered Charity - (please give charity number) ☐
- Company Limited by Guarantee, Company Number ☐
- Community Interest Company ☐
- Other, please describe ☐

8. In which areas of Torbay does your organisation work? Funding will only be considered for work that will be undertaken in Torbay and will be wholly or significantly for the direct benefit of Torbay residents living in deprived areas that sit outside of Torquay.

All of Torbay ☐ **Specific area** ☐
 (please say where)

9. How many people are involved in the running of your organisation?

Committee Members Other volunteers

Do you have any paid staff? Full Time Part Time.....
 If yes, who supervises them?

10a. What is your organisation set up to do? Please write in your own words the purpose of your organisation.

10b. What do you want the funding for?

10c. If you have a constitution please enclose it with your application.

10d. How long has your organisation been in existence?

- 11. Does your organisation work with others in Torbay providing similar services?**
Please tell us who, what do they do, how do you work together.
- 12. How many people/members belong to your group/organisation?**
- 13. How do you safeguard / manage your money?** Briefly describe the methods you use.
- 14. How does your group ensure equal opportunities in delivering its activities?**

15 Does your organisation have the following?

Please indicate yes, no, or n/a (not applicable) if, for example, you do not employ staff

Contracts of Employment for paid staff	Terms of Employment
Induction Manual	Public Liability Insurance
Professional Indemnity Insurance	Employers Liability Insurance
Complaints Procedures	Health and Safety Policy
Disciplinary/Grievance Procedure	Volunteer Policy
Safeguarding policy	Equalities policy

16 Please provide details of your organisation's budget for this financial year: (2025/26) Where does your money come from throughout the year?

Income (£)	
Grants (confirmed)	
Grants (not yet confirmed)	
Sale of goods or services	
Subscriptions / membership fees	
Other Income (please state):	
Total anticipated income for the financial period 2024/25	A

❶ This should be the same as at question 6c

Expenditure (£)	
Salaries / Wages / Staff Recruitment	
Volunteer Costs (expenses, training, etc)	
Venue Costs (rent, heating, lighting, etc)	
General Running Costs (post, phone, insurance, etc)	
Other Costs (please state):	
Total anticipated expenditure for the period 2024/25	B

Total anticipated surplus/deficit for 2024/25 (A minus B)	❷ + / -
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❷ Please note: a surplus means that you expect to raise more money than you need i.e. A is bigger than B. A deficit means that your committed expenditure exceeds the amount of money you think you are going to receive i.e. B is bigger than A.

Does your organisation have any reserves?

(Financial reserves can be one of three types. General Free Reserves can be used to pay for any activity that furthers your organisation’s aims and objectives. Restricted Reserves are monies that must only be spent on a specific activity e.g. a grant given to buy a photocopier. Designated Reserves are made when your organisation decides to put money aside for a later purpose e.g. for children to attend a major sports event, but may later choose to use the money for a different purpose e.g. if the event is cancelled).

General Free Reserves	£.....
Designated Reserves	£.....
Restricted Reserves	£.....
Total Monies Currently at Bank	£.....

- 17. Please attach the following documents. Failure to do so will make your application ineligible.** (Wherever possible please provide these documents electronically to speed up your application).

Last three months bank statements: this must include all three of the following: account number, sort code and name of the account
e.g. Anytown Community Group



Additionally:
Two quotes from suppliers - if you are seeking funding to purchase equipment etc.



Declaration

2 signatures are required (one must be a member of the management committee) - these can be scanned signatures so that your application can be submitted by email.

Declaration: I confirm that the information provided is true and that my organisation has charitable aims and objectives and is a not-for-profit organisation:

Signed:

Date:

Position in Organisation:

Signed:

Date:

Position in Organisation:

* The information you have provided will be used for the administration of the Torbay Community Grant Fund 2025/26 applications. Torbay Council is registered under the Data Protection Act 1998 for these purposes. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information and to protect public funds in other ways, as permitted by law. We may also share this information with other bodies administering public funds for these purposes. *We will not disclose information about you to anyone, unless the law permits us to.* The Council is the Data Controller for the purposes of the Data Protection Act 1998.

If you want to know more about the information we have about you, or the way we use your information, please write to the Council's Data Protection Officer, Torbay Council, Information Compliance Team, Town Hall, Castle Circus, Torquay, TQ1 3DR.

Please return your completed application form and supporting documents to:
comgrant25@torbay.gov.uk

If you do not have an email account or you are not able to provide scanned copies of supporting documents you can post your application to:

Torbay Community Grant Fund 2025/2026, c/o PA to the Chief Executive, Town Hall, Castle Circus, Torquay, TQ1 3DR