

Torbay Community Grant Fund 2025/26

Application Form

Contact details

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:

Bank details

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).

Funding details

- 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.	
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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.	

About your organisation

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

Your organisation's income

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 2025/26	A

❶ This should be the same as at question 6c

Your organisation's expenditure

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 2025/26	B <hr/>

Total anticipated surplus/deficit for 2025/26 (A minus B)	② + / -
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② 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.

Financial reserves

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

Two signatures are required (one must be a member of the management committee)

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.

2025/26 timetable for applications

Printed application forms need to be received no later than 4pm, 25 July 2025.

Please scan and email to [**comgrant25@torbay.gov.uk**](mailto:comgrant25@torbay.gov.uk) or post to:

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

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

The funding panel will meet on 31 July 2025