

# Dawlish Town Council Smaller Grants Scheme

(For applications up to £250)

# Smaller Grants

## Criteria:

- Smaller Grant Applications will be considered for any purpose up to the amount of £250.

## Exclusions to the Grant Scheme:

- Applications that have very few benefits that are for a small number of local residents.
- Grants for and to individuals.
- Applications which indicate a poor ratio of costs to outputs.
- Dawlish Town Council will not normally support applications for the payment of salaries.
- Dawlish Town Council will not normally consider more than one grant per organisation per year.
- Dawlish Town Council will not normally consider grants that principally benefit commercial organisations.
- Dawlish Town Council would not normally consider annual ongoing support.

## Guidance Notes:

- (1) Your project must directly benefit people living in the Parish of Dawlish.
- (2) It is not essential to be a registered charity to apply.
- (3) The Council will normally give grants to groups with a bank account in the organisation's name. If that is not the case, the Council will hold any award made and reimburse expenditure on production of receipts within 12 months of the award date.

- (4) It is not essential under the smaller grants scheme to provide a constitution or set of accounts, but you must obtain the signature of one serving member of the Council as an endorsement of your application.
- (5) You must sign a declaration to confirm that you meet all legal requirements for your project. It is your responsibility to check.
- (6) Your project must directly benefit people living in the Parish of Dawlish.
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- (9) It is not essential under the smaller grants scheme to provide a constitution or set of accounts, but you must obtain the signature of one serving member of the Council as an endorsement of your application.
- (10) You must sign a declaration to confirm that you meet all legal requirements for your project. It is your responsibility to check.
- (11) The Council spends taxpayers' money and must do so transparently. Your attention is drawn to the declaration you sign as part of the application, and how your information may be published in accordance with the requirements of GDPR.

## THE APPLICATION FORM

<b>Name of Group Applying</b>	Dawlish Choral Society
<b>Are you a registered charity?</b>  If so, please give your number	<b>Yes</b>  Reg. Charity No. 1094785
<b>Please give estimated dates for</b>  <b>Project start?</b>   <b>Project end?</b>	<b>April 2023</b>   <b>March 2024</b>
<b>How much will the project cost?</b>  (Maximum £2000)  <b>How much is your grant request?</b>  (Maximum £250 and up to 100% of the total costs)  <b>How will you raise the rest?</b>  <b>Will the project receive match funding – please provide details</b>   <b>What other grants have been given or refused for the same project?</b>	<b>£1,500 -£1750</b>  (subject to ever increasing costs)  <b>£200</b>  Members’ subscriptions, donations, raffles and other forms of income generation, also via the entrance fee for events.  No  Other grants are being applied for from Devon County Council and Teignbridge District Council but none confirmed to date

**Tell us about your group, what does it do?**

Our Choral Society was formed in 1982, acquired charitable status in 2004 and is one of an increasingly rare number of local, amateur and inclusive choirs, which give the opportunity to rehearse and perform great choral works in a live setting.

Our repertoire includes short sacred anthems and larger choral works such as Faure's Requiem, Mendelssohn's Elijah and Handel's Messiah. We also occasionally sing music from Gilbert and Sullivan and often hold a Carol Concert around Christmas time.

We recorded the Song for the Commonwealth which was played to accompany the lighting of the Dawlish Beacon in celebration of the Queen's Platinum Jubilee, and are currently working on Mozart's Coronation Mass for our Autumn concert on 28 November.

Choir members and audiences hail from Dawlish and the surrounding area, with rehearsals predominantly taking place at the Manor, Dawlish or St Gregory's Church. We would normally hold concerts three times per year, with 2 in the Autumn term, but are adding an additional term this year, so are aiming for 4 concerts over the year. These are predominantly held in Dawlish, though occasionally we visit nearby villages.

**Does your project/organisation have a social media/website presence?**

Dawlish Choral Society Website: <https://dawlishchoralsociety.org/>

We do not currently have social media presence, but hope to address this soon

**How will you publicise the Dawlish Town Council grant?**

Recognition of a Dawlish Town Council grant will be included on our programmes and in our press releases. If permission is granted, we would also like to use the DTC logo to support this.

**What will you spend the money on? How will it benefit the people of Dawlish?**

Our post-pandemic recovery plan has seen a small but significant growth in member numbers and the confidence of those members to sing. Some of our new members have been recruited following concerts, reinforcing the value of these.

The clear benefit to the sustainability and growth of the choir of concerts, and recognition that we had a clear gap in provision in the summer term, has led the Choral Society to decide to add this additional term to its schedule. The cost of weekly rehearsals is mostly covered from our income, but the costs associated with the additional concert has proved a particular challenge.

This grant would be used to contribute towards the hiring of professional soloists and musicians to enhance the quality of the production and therefore increase our appeal to local audiences.

Dawlish Choral Society (DCS) also provides a supportive network for its members. A survey of choir members during the pandemic revealed truly humbling accounts from members about what DCS meant to them and how important it was to them that it continued.

For the wider population of Dawlish - being able to access a live production of classical choral works without travelling to a larger city or town has become an increasing rarity. Our choir members love singing this music, and creating the opportunity for others to share our passion. With the current cost of living increases, this is likely to become an increasingly popular option.

### **Sustainability Plan**

DCS is continuing to look to develop its member and supporter base to further enhance its ability to bring classic choral works to the populace of Dawlish. We have already attracted new members through our concerts and website. Increasing our members increases subscription and other forms of income, while strengthening the quality of our performances. Our current lack of social media presence is also being considered.

### **Safeguarding**

Where appropriate please provide us with a copy of the project/organisation's safeguarding policy with reference to children and vulnerable adults.

Name of Contact Person

Lorna Gray

Address of Contact Person

Telephone and Email Address for the Contact Person

Bank Account Details

Account Name: Dawlish Choral Society



Bank Address

HSBC,  
42 Courtenay Street,  
Newton Abbot,  
Devon, TQ12, 2EB

If you do not have a Bank Account for your group the Council will arrange to hold any grant awarded for you for up to 12 months and will reimburse against receipts.

Does your group meet all legal requirements for this project (e.g. Public Liability, Insurance, Protection of Children and Vulnerable Adults etc)

Answer YES or NO

It is YOUR responsibility to check

A Dawlish Town Councillor must sign in the adjacent box to confirm that yours is a legitimate group and they are satisfied that the grant will be spent on the purposes described

Signed


Print Name: Alison Foden

Date

**Declaration.**

I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official council publications and forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.

Signed



Lorna Gray

Date: 13.10.2023

Please include your constitution and most recent set of accounts if you have these, but it is not essential to receive a grant.

If you need any help in completing this form, please telephone the  
Finance Officer on 01626 863388

Please send your completed application form to:

The Finance Officer  
Dawlish Town Council  
The Manor House  
Old Town Street  
Dawlish  
EX7 9AP

This form is also available as a Word Document on the Council website.  
Declarations must be made by an original signature so we cannot accept  
applications via email

**DON'T FORGET TO KEEP A COPY OF WHAT YOU SEND TO US!**

What happens next?

You will receive an acknowledgement that your application has been received,  
which will include information about the date of the meeting at which a  
decision will be made.

Can we speak at the meeting?

Yes. It is not compulsory, but it is encouraged.

The acknowledgement of your application will include more information about  
this.

Who do I contact if I have any further questions?

You can speak to the Town Clerk or one of the Administration Team by  
telephoning us on 863388 or calling into the Council Offices.



Our up to date opening hours and email addresses are listed on [www.dawlish.gov.uk](http://www.dawlish.gov.uk)

## GRANT FEEDBACK FORM

If your Grant Application is successful Dawlish Town Council requires the following questionnaire to be completed and returned at the end of your project or within 12 months of the grant issue date if that is sooner.

<b>Name of Project/Organisation who received the Grant</b>	
<b>Contact Details</b>  Name  Position in the Group  Contact Address (Including Post Code)    Telephone   Email	
<b>Grant Details</b>  Grant Amount Received    Date Issued	

<p>Date Project Started</p>  <p>Date Project Finished or is due to finish</p>	
<p><b>How was the Grant spent?</b></p>	
<p><b>Was the project successful? Give a summary of the project outcome.</b></p>	
<p><b>What impact has the project had on people involved / the local community?</b></p>	
<p><b>Was the full grant amount spent? If no give details of the amount left, what it will be spent on or whether it is to be returned.</b></p>	
<p><b>Is there any other feedback you wish to give us?</b></p>	
<p>I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to this information being retained in accordance with the provisions of the Data Protection Act and for that information to be printed in official</p>	

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Signed

Date