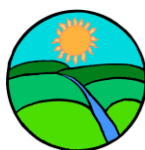


Cyngor Cymuned Cwmllynfell Community Council

Grants Policy



Policy Statement

A grant or subsidy is any payment made by Cwmllynfell Community Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally or for a specific purpose, which is not directly controlled or administered by the Council. The community of Cwmllynfell is understood to encompass both the villages of Cwmllynfell and Rhiwfawr.

Guidelines for Grant Applications

- 1) The Community Council Grant Scheme is made available for applicants from 1st May to 1st November each year. No further grant applications will be considered beyond the Councils November meeting. The Grant Scheme will then re-open for new applications the following May 1st.
- 2) It is a condition of any grant application that the group or project must bring direct benefit to the residents of the community of Cwmllynfell. All applications must clearly demonstrate how this will be achieved.
- 3) Grant applications will be considered only upon completion of a Grant application form which is available from the Clerk or from the Council website. The application form must be supported with relevant supporting information such as a full financial year of the accounts and relevant supporting bank statements. All questions on the application form must be fully answered, and any further information requested in support of an application must also be provided. Once the clerk is satisfied that all the information has been supplied a date will be arranged for the Council to consider the application. This will usually be at the Councils next meeting.
- 4) All grant applications must be accompanied with a minimum of-three quotes for single items over the value of £500 to demonstrate value for money.
- 5) Grant applications cannot be made retrospectively.
- 6) Under the grants scheme, start-up awards are considered for new as well as existing organisations.
- 7) Applications **will not** be considered from:
 - Organisations intending to support or oppose any particular political party.
 - Individuals. (*See section 22 for more details*)
 - Organisations that discriminate on grounds of disability, age, sex, race, religion, belief, or sexual orientation.

- "Upward funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
 - National Charities, unless the grant is being used exclusively for the benefit of the residents of Cwmllynfell and Rhiwfawr or to support a local service that residents of Cwmllynfell and Rhiwfawr can access
- 8) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
 - 9) Schools will be eligible for grant aid for activities or items that are outside their statutory obligations and for which there is no State funding. Applications that would benefit the wider community would also be considered.
 - 10) Section 6(1) of the Local Government Act 1894 prohibits the Community Council from awarding grant funding to Churches. Applications may be considered from associations that support the church, such as "friends of" but no funding can be awarded where the application relates to the building or maintenance of the grounds.
 - 11) Applications from educational, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the community of Cwmllynfell.
 - 12) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
 - 13) Although the Council will, at its choosing, provide advice, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
 - 14) The Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities. The names of any other organisations to which an application for grant aid has been submitted must be declared as part of the application process.
 - 15) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
 - 16) Grant applications for salary payments, overheads and ongoing maintenance costs will not be considered
 - 17) The amount of any grant awarded is at the sole discretion of the Council.
 - 18) The Council will make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.

- 19) The Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the Council.
- 20) In the event that the Council does not consider presented documented evidence to be satisfactory, i.e. in accordance with the Council's Policy on Grants, the relevant grant will be withheld. The final decision on the eligibility of presented documented evidence rests with the Council.
- 21) Any grant which the Council offers is made on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of a grant should not be taken as authorisation.
- 22) In any publicity given to the specific purpose for which the grant is requested, the organisation is required to acknowledge the contribution that has been made by the Council.

Consideration of Grant Applications

- 23) Applications will be considered during the application window of 1st May to 1st November
- 24) The Council requires a copy of the previous full year's accounts before the grant is released. These accounts must be presented fully audited, approved without reservation based on complete records and signed by a suitably qualified, independent person – a person independent of the body submitting the application. These must be for the most recent yearly accounting period. Organisations should allow sufficient time for the Clerk to be satisfied that this condition has been fully met prior to its inclusion on a Council meeting agenda. Meeting dates are available from the Clerk or the Council's website.

Organisations are advised to submit their accounts as soon as is practicable. The Council, however, recognises that because organisations' accounting years vary, it is not possible for them all to submit their accounts on the same date.

- 25) In the event of the repetition of a grant the Council also requires sight of:
 - Documented evidence giving clear indication of how the previous grant was spent.
 - Where applicable, documented evidence giving clear indication that the expenditure of the previous year's grant was made for the funding of the specific purpose/s stipulated by the Council.
 - Before any further applications can be considered a project completion for any previous grants awarded must be submitted to the Council. The Project completion report must include copies of receipts and invoices to evidence the cost and completion of the project.
- 26) The powers of the Council are defined and it must justify every item of expenditure within legislation. Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure including the awarding of grants. The council cannot use the power to benefit a single individual. It might be possible for the council to help an organisation to which the individual belongs, thus releasing funds for the organisation to help individuals. The Expenditure Limit is determined annually and is expressed as a unit rate per head of

population. The relevant population is the number of persons on the electoral roll for the wards as at 1 April.

The Council might rely on other powers including those permitted under Section 144 of Local Government Act 1972 (Power to contribute to encouragement of Tourism)