

# **LLANSTEFFAN and LLANYBRI COMMUNITY COUNCIL** **CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI**

## **POLICY – GRANTS AND DONATIONS**

This policy sets out the Community Council's position and procedure with regard to the award of financial assistance within the Community. Llansteffan and Llanybri Community Council allocates within the budget a sum of money each year which can be applied for by local organisations for projects/initiatives which will be of benefit to residents within the community of Llansteffan and Llanybri. This document sets out the Community Council's policy and procedure for grants and donations with the aim of ensuring the award-making activity is open, transparent, fair and supports local organisations. This policy applies regardless of the legal power being applied.

Llansteffan and Llanybri Community Council's awards are open to established voluntary or community groups, as well as new or informal groups of community members who are or intend by the date of application to become formally constituted.

**If you wish to apply for funding and you're not sure if you fit the criteria, please contact the Clerk to talk through possible options on: [llansteffanandllanybri@gmail.com](mailto:llansteffanandllanybri@gmail.com)**

### **GROUP FUNDING - WHO IS ELIGIBLE TO APPLY?**

To be eligible for the award of a grant those applying must:

- be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- be able to provide a copy of its latest annual accounts and be able to demonstrate that the accounts are checked and signed by a person independent of the group;
- have a bank account operated by a minimum of at least two joint signatories.

### **WHAT CAN BE FUNDED?**

- the project should be something which makes the local community a better place in which to live, work or visit;
- it should benefit people who live in the community;
- there must be clear evidence that local people support the project and are involved in carrying it out;
- each group may only make one application per financial year. However, no entitlement to an annual allocation can be presumed.

### **THE FOLLOWING ARE NOT ELIGIBLE**

- private business projects;
- the running costs of any organisation;
- projects which are the prime statutory responsibility of other government bodies;
- projects which improve or benefit privately owned land or property;
- projects which have already been completed or will have been completed by the time the grant is made.

## CONDITIONS OF SUPPORT

The Community Council may make the award of any financial assistance subject to all or some of the following conditions. Required conditions will be at the discretion of the Community Council and will take into account an organisation's individual circumstances.

- To fully understand your project or activity, Community Councillors may wish to visit your project or activity, prior to it commencing. They may also wish to conduct a site visit once your funded project is underway.
- As a minimum, you will write to confirm receipt of the cheque for audit purposes.
- Funding must only be used for the purpose agreed with the Community Council and if the monies are not spent on the items agreed, they must be returned.
- Funding must be spent within the 12 months of the award of funding and cannot be added wholly or partly to your reserves.
- If your project costs are more than you anticipated on your application, any shortfall must be met by you.
- The Community Council would ask that you acknowledge its support in your publications, publicity and annual reports (if applicable).

## WHEN TO APPLY

The Community Council considers applications on a 3 - month cycle (4 times per year). Applications can be sent to the Clerk at any time but will only be considered by the Community Council at the January, April, July and October ordinary meetings of Full Council. These meetings are held on the **third Monday** of the month. All applications should be sent to the Clerk by the **second Monday** in April, July, October or January as applicable. Financial Assistance will not exceed the agreed annual budget unless the Community Council agrees to make an award under exceptional circumstances. If an organisation has had financial assistance previously, they are not guaranteed to receive financial support again, but are not excluded from applying again in a different financial year. A fresh application will be required each time.

The Community Council reserves the right to use their discretion in relation to applications made in exceptional circumstances.

## HOW WILL DECISIONS BE MADE?

All applications received will be considered within the 3 - month funding cycle. Decisions will be made by Llansteffan and Llanybri Community Council with its decision being final. Unfortunately, the Community Council may not be able to fund all projects as there may be more applications than there is money available. However, all applications will be considered carefully. Due account will be taken of the extent to which funding has been sought or secured from other sources or the applicant's own fund-raising activities.

## HOW TO APPLY

Applications should be made in writing (preferably via email), using the standard application form. Please email or telephone the Clerk for the form or download it from the website.

Clerk email: [llansteffanandllanybri@gmail.com](mailto:llansteffanandllanybri@gmail.com)

Telephone: 07983 220534