

CYNGOR CYMUNED LLANGYNFELYN COMMUNITY COUNCIL

POLICY & CRITERIA – 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. Llangynfelyn 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 (parish) of Llangynfelyn. 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.

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.

Email: cynqorllangynfelync-council@hotmail.co.uk

Phone: 07974488564

CRITERIA

GROUP FUNDING - WHO IS ELIGIBLE TO APPLY?

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

- be a group/organisation either based within the community parish of Llangynfelyn, or in the nearby councils parishes of Ceulanamaesmawr or Ysgubor y Coed, as long as activities provided are also for the benefit of people from the communities of Llangynfelyn;
- be established for charitable, benevolent, social, cultural or recreational 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, or latest bank statement
- have a bank account operated by a minimum of at least two joint signatories, or if a single signatory account receipts must be provided for all expenditure linked to the donation/grant.

WHAT CAN BE FUNDED?

- the group should be making the local community a better place in which to live, work or visit;
- it should benefit people who live in the community, including for activities which might take place outside the community itself but which directly benefits residents of this 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.
- Funds can be applied for both ongoing running costs and specific projects.

The Council does not have a large budget, the Council uses its discretion to award amounts accordingly. Under exceptional circumstances the Council may award a donation of over £500. If an application is made for items worth more than £500 a quote will need to be presented to the Council before the grant is awarded.

THE FOLLOWING ARE NOT ELIGIBLE

- private businesses/ limited company
- projects which are the prime statutory responsibility of other government bodies, aside from education providers;
- 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.

- if your group has funding available within its existing accounts which exceeds the running costs of your group for 6 months (i.e. if you have funds available that exceed your minimum reserves needed)

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 funds for audit purposes. All donations will be made by BACS
- 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, however if the funding being applied for is to provide match funding for a larger applications to other funders please stipulate this in your application for the Council to consider. Unless the nature of your group requires a build-up of funds for irregular expenditure, e.g. the purchase of an item that lasts over several years.
- If your project costs are more than you anticipated on your application, any shortfall must be met by your organisation or group
- The Community Council would ask that you acknowledge its support in your publications, publicity, and annual reports (if applicable).
- All projects or activities must either deliver against any elements of the council's Biodiversity and resilience of ecosystem Policy, or at a minimum not cause harm to the natural environment of Llangynfelyn.

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WHEN TO APPLY

The Community Council considers applications once a year. Applications can be sent to the Clerk at any time but will only be considered by the Community Council at the February ordinary meeting of Full Council. These meetings are held on the **second Monday of the month**. All applications should be sent to the Clerk by the **31st January**. 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 new 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 by 31st January each year will be considered at the ordinary meeting of the Community Council in February. Decisions will be made by Llangynfelyn 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: cyngorllangynfelync-council@hotmail.co.uk . Clerk phone number: 07974488564