Llantwit Major Town Council

Grant Aid Awarding Policy

Please read this document and the Guidance Notes carefully before completing your application form

1. Llantwit Major Town Council has funds budgeted to award grants to organisations working for the benefit of the community in Llantwit Major and who can clearly demonstrate the need for financial support.

2. Grants are made from money provided by the council taxpayers of Llantwit Major and accordingly the Town Council has responsibility to satisfy itself that grants will provide benefit to the local community. This policy sets out the requirements that must be satisfied before grant applications will be considered.

3. Grants will not be made to individuals or commercials organisations.

4. Grants are generally made at the Finance meeting in January. Applications for grants must be received by the Town Clerk, prior to the Town Council offices closing for the Christmas period. Any applicant wishing for an application to be considered at any other time of the year must explain the reason why the application cannot be considered at the Finance meeting in January.

5. Grant applications must be made on the official application form. Applicants must set out how the community of Llantwit Major will benefit from the work funded by the grant. This is particularly important where an application is made by an organisation working regionally or nationally.

6. Should a Grant be awarded to a youth organisation, a representative from this organisation must be encouraged to sit on the Llantwit Major Youth Council.

7. Applications **MUST** be accompanied by a copy of the organisations most recent balance sheet. *Failure to provide a copy will immediately null and void the application.
   *Should an organisation/group only be in their first year a copy of bank statement will be accepted.

8. If your organisation has previously received a Grant from the Town Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

Grant Aid Application Guidance Notes

Llantwit Major Town Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents the residents and community of Llantwit Major.

Eligibility

Grants will not be made:

- to individuals for their own purpose or gain
- to commercial organisations
- to organisations situated outside the boundary of the Town Council, unless a clear benefit to the residents or community can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT
- no retrospective applications will be considered.

Grants will be considered under the following criteria:

- The organisation must be non-profit making or charitable. Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.
- All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.
- A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.
- Recognition of the grant from the Town Council must be made in any publicity and in the organization/group accounts.
- The Council may use the name of your organisation/group and its project in our own publicity material where appropriate.

Discretion of the council:

- Applications will be considered on their merits and subject to providing the supporting documentation as requested on the policy and application form. Incomplete applications will be returned and failure to provide financial documentation will null and void an application
- Applications are generally made at the Town Council Finance meeting held in January of each year. Applications must be received by the 31st December to ensure they can be considered at this meeting. Should an application need to be considered at any other time of the year a clear explanation must be provided why the applicant was unable to submit at the correct time.
- Organisations may be asked to make a brief presentation to Council Members.
- The Town Council will take into consideration any previous grants made to an organisation when considering a new application.
- Once the grants budget is spent no other funds will be available until the next financial year.
- Youth organisations/groups who are successful in their application will be encouraged to nominate a representative to sit on Llantwit Major Youth Council.

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name).	
Registered Charity Number (if applicable)	
Name and address of contact: (All correspondence will be addressed to this person)	
Contact details:	Mobile: Email:
Has your organisation received Grant Aid from the Town Council in the past 3 years? **If the answer is yes, please state when and how much.**	
Are you a not for profit organisation?	
How long has the organisation been established?	
Please provide a brief description of the main aims and activities of the organisation applying for a Grant.	

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of what you intend to use the Grant Aid for?

How will the residents of Llantwit Major benefit from the Grant?

SECTION C: How much Grant Aid is being applied for?
What is the total cost of the project for which Grant Aid is required?
What is the amount of Grant Aid the organisation would like to apply for?
What other sources of funding have been approached, or are available for the project?
Section D: Welsh Language Scheme
As part of the Welsh Language Scheme there is a requirement for you to describe how you intend to reflect the bilingual nature of the community and your audience in the activity(ies) for which you require financial support.

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Use name of the organisation applying as in Section A)*

Account Number

Sort Code

SECTION F: Completing the application

Declaration:

Signed: Date:

Completed application forms should be returned to:

Llantwit Major Town Council
Town Hall
Llantwit Major
Vale of Glamorgan
CF61 1SB

info@llantwitmajortowncouncil.gov.uk

Your privacy is important to us and we would like to confirm that your record will be held on file in the Town Council office and not used for any other purpose then to facilitate the awarding of Grant Aid. By ticking the box below and signing this applicant form you confirm your consent for the Town Council to hold your personal details on file.
You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Town Council Office. You can withdraw or change your consent at any time by contacting the Town Council office.

☐ I have read the above statement and agree that you may hold my personal details on file and use for the purpose of facilitating Grant Aid. I confirm I am over 18 years old.