



## St Clears Town Council Grant Awarding Policy

### Introduction

St Clears Town Council strives to support and strengthen community groups and organisations that help to make a positive difference to the community as a vibrant and supportive place to live and work. Each year the Town Council sets aside funding from its budget for grants to support voluntary organisations promoting community initiatives within Town Council's area - St Clears, Pwll Trap and Bancyfelin. The amount of funding available is decided prior to the financial year during which grants may be paid.

The aim of this policy is to enable the Council to make an informed assessments of grant applications to ensure the funds are distributed fairly.

### Funding

The Council has two pots of grant funding available:

1. **Financial assistance grants.** Applications for financial assistance are normally applications for donations to general running costs of the group or organisation such as local and national charities and local voluntary organisations.
2. **Community Events Chest.** Applications to the Community Events Chest seek support for events being held in the community by local voluntary groups who are seeking financial funding for a specific event.

### Eligibility

Any grant made by the Town Council must directly benefit residents of the Town Council area. Applications will be considered from groups and organisations outside the area who wish to bring their services to St Clears, or where the residents of St Clears are likely to use their services as the closest provider. An organisation must be properly constituted and must operate on a not-for-profit basis. Applications cannot be accepted from individuals.

### Applications for financial assistance

Charities and local groups seeking a contribution to their running costs can apply for grant funding. The Town Council will normally consider applications for financial assistance in January each year. Applications should be received by the 31<sup>st</sup> of December immediately prior to the meeting to be considered in the January meeting of the Community, Finance and General-Purpose Committee.

The maximum donation is currently £250.

### For applications to the Community Events Chest

Your organisation must:

- be a voluntary, community or faith group;
- be properly constituted;
- have a bank account;
- be open and accessible to the community.

The maximum grant under the community events chest is currently £300. In exceptional circumstances, higher amounts may be awarded for events that will benefit large sections of the community.

You will be required to provide copies of your most recent accounts / balance sheet and your most recent bank statement. It is imperative that all questions on the [application form](#) are answered as fully as possible and that the application includes the information and documents requested on the form.

Applications received by the end of the calendar month will be considered at the following month's Community, Finance and General-Purpose Committee meeting, except for May and August when no committee meetings are held. Full Council will be required to approve any grant funding at their meeting two weeks later. Please allow sufficient time before the event for your application to be considered.

All applicants will be contacted following the Council's decision.

## **Grant application process**

1. The Clerk to the council will receive all applications and prepare them for presentation and discussion at the appropriate Council / Committee meeting.
2. All questions on the Community Events Chest application form should be answered in full and additional information included where appropriate.
3. The Council will make the decision on which grants to award at the next appropriate meeting as outlined in 'Eligibility' above if all relevant information is available. Further information may be requested before a decision is made.

## **Conditions of Funding**

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to projects that discriminate on any grounds.

3. Grants recipients will be required to reflect the bilingual nature of the community in their activities.
4. Grants will not be made retrospectively.
5. 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.
6. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council if requested.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Applications in consecutive years may not be successful.
10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
11. Each application will be assessed on its own merits.
12. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
13. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained 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.
14. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
15. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137 or the Local Government Act Miscellaneous Provisions.

## Contact

You can receive more information about this policy by contacting the Council's clerk:

Emma Smith  
St Clears Town Council  
Email: [clerk@stclearstowncouncil.co.uk](mailto:clerk@stclearstowncouncil.co.uk) | Telephone: 07468 456077

**Applications should be signed and sent to the e-mail address above or:**

Clerk to St Clears Town Council  
46 St David's Avenue  
Carmarthen  
SA31 3DN