

Grant and Donation Policy

1. Definitions of Funding types

i) Donations

Donations are made towards costs of something beneficial to the community. A donation could be for example towards the costs of a fun day or the running costs of a local organisation. The maximum donation for any project is limited to £300 and applications will be assessed at the earliest opportunity by the Council

ii) Grants

Grants are for capital projects that are carried out within the immediate community.

Grants will include assistance with community activities of various kinds including the provision of a service, an item or support in some form for a community asset.

Grant applications may include matters that are raised and discussed over a period of time where the application can be analysed and planned for across two financial years (if appropriate).

Grant funding however cannot be added wholly or partly to an applicants' reserves.

2. Terms of awards

Each group or organisation may only make one application for an award per financial year and no entitlement to an annual allocation can be presumed.

Grant supported projects are likely to exceed the maximum level of donation noted in i).

Any funding awarded, either donation or grant, must be spent within 12 months of the award date.

Those from larger and possibly national organisations may seek donations annually from, amongst others, community councils. Such organisations will be required to provide services of some sort that are for the benefit of the community.

By making an application and giving details of the proposal, all applicants are giving consent for their personal details to be held and made available for Community Council deliberations.

3. Eligibility criteria

Applications will not be considered from commercial organisations or where there is a statutory duty upon another government department to provide funding or for political parties.

4. Cost criteria

Applications for donations can include both capital and running costs but the total of any donation will be capped at the maximum of £200 as defined in section i) above

In the case of an application for a grant, capital costs only are eligible for support i.e. the running costs of an organisation or project will not be supported.

5. Procedure

Any organisation that applies for support must be able to demonstrate that it is properly managed and able to operate responsibly.

As the community is small and those who might seek a donation will be linked closely into that community, the council currently wishes to avoid a formal application form for donations so as not to discourage organisations from coming forward.

Donations will not require the production of accounts and are to be requested in writing to the Clerk with as much information as possible. This process will be kept under review.

Those applying for grants will normally be expected to be organisations or groups with clear written aims and objectives, a constitution and a bank account controlled by more than one signatory.

Grant applications are to be submitted on the formal application form (see example) which details the information to be provided. In the case of a newly formed organisation, the council may require to see a detailed budget and business plan.

6. When to apply

The Community Council will consider all applications for support each full council meeting.

6.1 Donations

In order for a request for a donation to be considered as part of the Council's budgeting process, requests should provide as much detail as possible and be sent to the Clerk.

The community council meets every other month, and requires adequate time to review and consider the donation request as well as to assess how the request may fit within existing and future budgets.

6.2 Grants

In order for an application to be considered as part of the Council's budgeting process, a fully completed application form with all supporting information should be submitted by the June meeting of the community council prior to the financial year in which they require assistance.

The Community Council will accept grant applications that are part of a match funding process, but the council will require full transparency of the cost of the project and disclosure of all funding sources.

The Community Council meets every other month, and requires adequate time to review and consider the application – as well as look at how it may fit within existing and future budgets.

The council reserves the right to make requests for further details and to ask for any evidence it requires to evidence the completion of works.

7. How will decisions be made?

All applications received will be considered within the 3 - month funding cycle.

Awards for support will be made by Llangain Community Council with its decision being final.

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.

Reference documents:

<https://www.llangynincc.co.uk/the-council/governance/>

Donations and Grants Policy 2024 (Approved Sept 24)

- very small community council

http://www.bronwyddcommunitycouncil.org.uk/Documents_41292.aspx

Application-Form-Financial-Assistance

<https://llansteffanandllanybri.org/your-council/accounts/>

Grant Funding Explained

LLANGAIN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANGAIN

APPLICATION FOR GRANTS

(Financial Assistance from the Community Council)

1	Name of organisation/group	
2	Point of Contact (POC) details: Name, address & position within organisation/group	
3	Telephone number of POC	
4	Email address of POC	
5	For what project is the funding required? Provide as much detail as possible	
6	Forecast Project Timings: Start Date End Date	
7	What is the total cost of the project/initiative?	£

	Breakdown of total cost: Equipment Building/Materials Other Capital Costs Amount of grant requested?	£ £ £ £	
8	Quotation for project attached?	YES	NO
9	Have you attached the most recent statement of accounts, i.e. Balance Sheet, Profit & Loss/ Income & Expenditure Account? IMPORTANT REQUIREMENT (if you are unable to provide accounts, please provide a brief	YES	NO
10	If the total cost of the project/ initiative is more than the funding requested how will the remainder be financed?		
11	Have you applied for a grant for this project/initiative from any another organisation/s? If so, which organisation/s and for how much?		
12	Who will benefit from the project?		
13	How many of these beneficiaries live within the district of Llangain?		

14	How will they benefit?	
----	------------------------	--

Signed:

Date:

Please send your completed application form with supporting documentation to:

Email: clerk@llangain.cymru

**Or by post to:
Sue Holmes
Community Council Clerk
Clomendy
Llangain
SA33 5BE**