

CALDICOT TOWN COUNCIL GRANTS SCHEME

1. Overview

Caldicot Town Council, subject to certain provisions, may make donations or underwrite to organisations from its budget.

Town Council's limited funds for donations are for benefits to activities which are in the interest of and benefit to as many people as possible within Caldicot.

Priority will be given by the Council to projects and applications that help to achieve the seven well-being goals in the Well-being of Future Generations Act, in other words:

A prosperous Wales

A resilient Wales

A healthier Wales

A more equal Wales

A Wales of cohesive communities

A Wales of vibrant culture

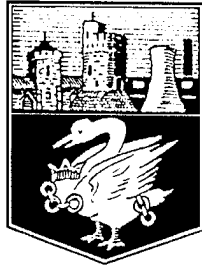
A globally responsible Wales

2. Procedure

- The Town Council, following the Annual Meeting, will publicise the dates of Grants Committees where grant applications from the community will be considered.
- Applicants must complete the Town Council Application Form fully and include copy of constitution, details of affiliations and breakdown of projected expenditure.
- For a newly-formed organisation copy of constitution and bank account details must be provided.
- Applications will not be considered unless accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

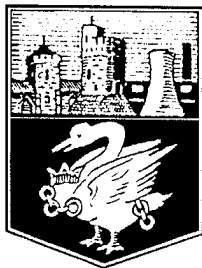
3. Submitting Applications for Large Grants

- Applicant organisations receiving a donation in excess of £2,000 are to submit signed audited accounts, a financial analysis and a report to include a summary of benefits achieved from the activity for which the donation was made.
- The audit of accounts must be undertaken as an official examination of accounts and records for purposes of verification, compiled independently, ie by someone not involved in their preparation.



4. After Receipt of the Grant

- Following successful application, an official receipt (i.e. on headed paper) must be provided. This must be followed by financial statement and receipts in relation to the project.
- Please note that the Council may recover any donation awarded if the operation for which the donation is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.



A. APPLICANT DETAILS

Name of organisation
Contact Name
Address (of organisation)

Post Code

Tel No.

E-mail Address

What are the aims and purposes of your organisation? YES/NO (please delete)

Is the organisation a registered charity?

If YES, what is the registration number?

B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council £

What will be the total cost of the project? £

How will the project be funded in total?

Have you ever received a grant from Caldicot Town Council? YES/NO

Please provide details:

C. DETAILS OF PROJECT

Title of project

Description of project

Who will benefit from the project?

Approximately how many of those who will benefit are residents of Caldicot?

D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

E. DECLARATION

I declare that the above information is correct.

Signature

Name and position within organisation

Date

Please return form to: Clerk to the Council, Caldicot Town Council, Sandy Lane, Caldicot, NP26 4NA