

Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



COMMUNITY GRANTS POLICY

Caldicot Town Council would like to award grants to voluntary organisation and community groups which in the opinion of the Council is for the benefit and in the interests of the town of Caldicot and / or its residents. The benefit of such an award must be commensurate with the expenditure.

The Town Council will consider each application on their individual merits. Applicants are asked to note that the final decision on assessment of applications and the level of any grant offered lies with Caldicot Town Council.

Who can apply?

Caldicot Town Council welcomes applications from local voluntary organisations, community groups and sports/recreational clubs.

All applicants must:

- be of a non-commercial nature.
- have a constitution, set of rules, or documented aims and objectives.
- have a bank account with at least two signatures.

The paramount concern of the Town Council is that any grant awarded must be of real benefit to the residents of the town.

How can the grants be used and how are they considered by Caldicot Town Council?

Grants can be used for capital projects or for revenue purposes but only for the purpose specified in the application form and the use of the grant.

The Town Council will consider application on the following basis:

- The grant will effectively meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether the organisation could reasonably have been expected to obtain sufficient funding from a more appropriate source.
- If the request is to cover the cost of an event whether the grant being requested could realistically be taken out of any fundraising at an event e.g. licences, room hire etc.
- How the organisation is managed.

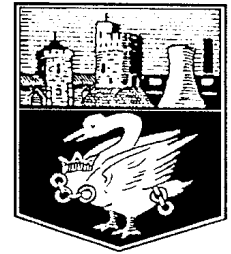
How and when an application can be made?

Applications will only be accepted on the Community Grant Application form which can be obtained from Caldicot Town Council or on their website and can be submitted at any time. Applications forms must be filled in in detail and the documents requested sent with the application form.

Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



Payments will only be made in the financial year in which they apply and cannot be split over several years.

Applicants will be notified of the date of the meeting a week in advance to enable a representative to attend and they will be notified of the outcome within two weeks of the Grants Committee meeting. The Town Council reserve the right to question the representative at the meeting about the application.

It is suggested that the applicants take a photocopy of their completed application form for their own reference.

What is required with the application form?

- A copy of the organisation's constitution, set of rules or statement of aims and objectives.
- Copies of the accounts for the last two years.
More recently formed groups should provide the best supporting documents they can including bank statements, business plan/budget etc and explain if the accounts are not available.
- Supporting evidence of the cost of the project. Evidence could include estimates (more than one) or plans etc.
- Copies of the minutes of the AGM and latest meeting.

Caldicot Town Council reserves the right to refuse applications not completed in full and unless there is a reasonable explanation (see the application form) for not adding the required documents then all documents required should be appended to the application form.

What will not be funded?

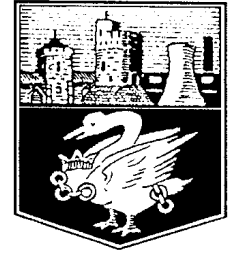
Applicants are asked to note that the following will not be considered:

- Organisations or activities which do not substantially benefit the residents of the town.
- Any group run or funded in the main by a statutory body or are the responsibility of another public body / agency. However, in some circumstances some form of match / joint funding may be considered.
- Organisations which are primarily commercial in nature.
- Organisations which are closed or have a restricted membership.
- Religious or political activities unless unrestricted community benefit can be demonstrated.
- Loan repayments.
- Retrospective applications where the activity or project has already been carried out.
- Applications from individuals.

Caldicot Town Council

Cyngor y Dref Cil-y-Coed

Council Office, Sandy Lane, CALDICOT, NP26 4NA
Swyddfa'r Cyngor, Lôn Dywodlyd, CIL-Y-COED NP26 4NA



What are the conditions of the grant?

- Applications can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- That by 1st March of the financial year in which the payment is made the Town Council will ask for a short report detailing how the grant was used and the impact it has made or a progress report plus a financial statement as to how the grant has been spent by the successful applicants.
- If the organisation requires a change of the purpose of the grant, the Council's prior approval must be obtained. If the grant is not used for the purpose for which it was originally applied for, and permission has not been given then the Council has the right to reclaim the grant.
- Individuals may apply for grants if submitted by an organisation to which they belong. The organisation is responsible for ensuring the grant is used for the purpose for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are in compliance with and legal and statutory requirements.
- Should for any reason the organisation disbands during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Recognition of the grant from Caldicot Town Council must be made in any publicity or promotion of the use of the grant.
- The organisations can normally only make one application per year, though in some circumstances exceptions can be made.
- More than one project can be included in a grant, though one completed application form per project is required.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant funding applications being refused.