

**Treuddyn Community Council**

**COMMUNITY GRANTS**

**PRINCIPLES OF COMMUNITY GRANTS**

Treuddyn Community Council values the diversity and strengths of the local voluntary sector and acknowledges its independent role as a source of valuable services in the community.

Aims of Community Grants:

* Help voluntary groups working within the community to improve their effectiveness
* Help to secure the provision of services needed by residents via the voluntary sector
* Support organisations which meet the needs of people experiencing social and economic difficulties
* Ensures that there is equality of access and opportunity for all residents to the services and funds it provides to increase community inclusion

The Community Council defines a voluntary group as a ‘not-for-profit’ organisation, set up and run by a voluntary management committee or registered charity.

This document gives the Community Council’s general funding principles and details its expectations of all groups in receipt of a Community Grant.

**Guidance Notes**

1. The Community Council has a limited budget for grants. Applications may not be funded or may not be funded in full.
2. All grant awards are at the discretion of Treuddyn Community Council and subject to available budget.
3. Grants will only be awarded to charities or community voluntary groups working for the benefit of the Treuddyn area. Individuals and commercial or *for profit* organisations can not be funded. Exceptionally, grant applications from Flintshire County Council for youth and other community services may be considered.
4. Grants will only be awarded for defined costs.
5. Operating costs, such as rent or salary costs, will only be funded up to £500 to assist start-up in the short term. Funding of this nature cannot be offered to provide ongoing support to established organisations or projects. Applicants must provide bills or receipts to show current expenditure. Any application for financial support towards salary costs must be supported by a job description and person specification.
6. Applications must not be retrospective for costs already incurredexcept at the exceptional discretion of the Community Council
7. All grant applications must be on the appropriate form, fully completed, and accompanied by a copy of the organisation’s constitution, a balance sheet for the last completed financial year and an up-to-date bank statement.
8. Copies of at least 2 quotes must be provided for applications relating to the purchase of goods or services.
9. Grants should be spent within 9 months of the award. Unspent grant may be recovered by the Community Council.
10. Grant applications must be received by the Clerk to the Council by no later than 30 November in any year.
11. Applications will be considered by the Community Council during January, following the 30 November deadline, and will be ratified at the February meeting of the Community Council. Applicants will be informed as soon as possible after that date of the outcome of their application. Grants will not be awarded outside of that timescale except under exceptional circumstances at the discretion of the Community Council.
12. Organisations seeking a grant outside the stated timescales of this policy may be required to attend a meeting of the Community Council to present the exceptional circumstances of their application.
13. The Community Council reserves the right to ask for further information as it deems necessary to determine a grant award or monitor a grant awarded.
14. Grant recipients will be required to complete and return the Monitoring Form set out below within 9 months of the award of the grant, and provide evidence of expenditure. Receipts should be retained as evidence of expenditure where applicable.
15. Organisations may only apply for one grant per financial year, and only one grant per project.

NOTE:

1. Grants are restricted to applications made by groups only and on matters that benefit Treuddyn residents in the main.
2. To encourage new groups or new projects, grants may be awarded to meet deficits in the short term running costs for new projects. Grant funding is not available to support the general operating costs of existing groups and projects, but they may apply for funding to help with one-off expenditures.
3. Grants will only be made to groups which need financial help. Accumulated reserves will be considered when grant levels are decided.
4. Grants are awarded for a specific purpose and should not be added, wholly or partly, to reserves unless part of a previously approved programme of funding for a particular project.
5. Grants will not be made to groups or organisations which operate for private gain.
6. Organisations may be required to return the Community grant or a percentage of it, if they cease to function during the 12 months following allocation of the grant.

VOLUNTARY GROUPS RECEIVING A GRANT FROM THE COMMUNITY COUNCIL ARE REQUIRED TO:

1. Follow their constitution, ensuring efficient levels of administration, hold regular meetings, keep minutes and circulate information to group members.
2. Keep proper accounts. Grants may only be made to groups which have submitted satisfactory accounts, unless the group is recently formed.
3. Report back as required to the Council on their activities
4. Involve group members and users in policy-making and in the management of activities and services
5. Be open to eligible users, as defined by the group’s constitution
6. Establish and monitor equal opportunities policies and practices
7. Meet the legal responsibilities of an employer and adopt, implement and monitor good employment practices and procedures where appropriate
8. Recruit and support volunteers where appropriate
9. Acknowledge the Community Council’s support in annual reports

Please contact the Clerk of Treuddyn Community Council if you have any questions regarding this guidance. Email: carolyn\_fg@hotmail.com

**Treuddyn Community Council**

**Community Grant Application Form**

*Please complete the following form in full.*

|  |
| --- |
| Name of Organisation / Group |
|  |
| Contact name |
|  |
| Contact Address |
|  |
| Email address |
|  |
| Role / position in organisation (must be authorised to make this application on behalf of the organisation) |
|  |
| Type of organisation [please delete as appropriate] |
| Registered charity (please state charity number)Voluntary Management CommitteeYouth GroupOther – please state |
| How many people are there in your organisation? |
| Committee Members:Other Volunteers:Paid Staff: |
| What are the overarching aims and objectives of your organisation? |
|  |
| What geographical area does your group cover – where do you operate and where do participants live in the main? |
|  |
| If your geographical area is larger than the Treuddyn Community Council area, please define how you will ensure that the Treuddyn area receives benefits from the grant. |
|  |
| Does your organisation or group have a set of rules or a constitution?Include a copy of your rules / constitution with your application if applicable. |
| Yes / No |
| Project need – please describe the purpose of this application. Please outline the project activities and objectives. |
|  |
| What costs will the application contribute towards? Please itemise, stating description and cost. |
|  |
| How much will the project cost overall? |
| £ |
| Amount of grant funding requested in this application? |
| £ |
| For applications over £500, please confirm other fund raising and sources of funding towards the project (State amounts and sources). |
|  |
| If other grants are contributing towards the project, are they confirmed and received or subject to confirmation?Please provide evidence of other sources of funding. |
|  |

**ATTACHMENTS and DECLARATION**

Bank details for payment of the grant if this application is supported:

|  |  |
| --- | --- |
| Payee name |  |
| Sort code |  |
| Account number |  |

Please attach the following to your application form:

 • a signed copy of your constitution

 • a copy of an up-to-date bank statement

 • if appropriate, a copy of at least 2 quotations

 • a balance sheet for the last completed financial year

|  |  |
| --- | --- |
| Signed as an authorised signatory for and on behalf of [*name of organisation making application*] |  |
| Signature |  |
| Print name |  |
| Role / Position in organisation |  |
| Date |  |

Please return this form and attachments to:

Clerk of Treuddyn Community Council, Haulfryn, Ffordd Bryngwyn, Gwernymynydd, Mold, CH7 5JW.

**For official use:**

Outcome - Grant awarded Yes/No

Amount awarded £

Signed by Chairperson as agreed by Treuddyn Community Council:

Date:

**Treuddyn Community Council**

**Community Grant Monitoring Form**

This form should be returned to the Clerk of Treuddyn Community Council on completion of the project and within 9 months of the grant being awarded.

|  |
| --- |
| Name of Organisation / Group |
|  |
| Contact Name |
|  |
| Contact Address |
|  |
| Email address |
|  |
| Role / position in organisation (must be authorised to make this application and report on behalf of the organisation) |
|  |
| Amount of grant awarded |
| £ |
| Date of award |
|  |
| Were the project activities delivered and objectives achieved as set out in the grant application? |
| Yes / No / Partly – please explain |
| Grant spend – please itemise and provide evidence of spend. |
|  |
| Total grant spend |
| £ |
| Total cost of project |
| £ |

**DECLARATION**

Please attach evidence of grant spend (copy invoices, receipts, etc).

|  |  |
| --- | --- |
| Signed as an authorised signatory for and on behalf of [*name of organisation making application*] |  |
| Signature |  |
| Print name |  |
| Role / Position in organisation |  |
| Date |  |

Please return this form and attachments to:

Clerk of Treuddyn Community Council, Haulfryn, Ffordd Bryngwyn, Gwernymynydd, Mold, CH7 5JW.

Please contact the Clerk of Treuddyn Community Council if you have any questions regarding this form. Email: carolyn\_fg@hotmail.com