

PORTHCAWL TOWN COUNCIL



Financial Assistance to Community Organisations Information Package

About

Porthcawl Town Council aims to support a wide variety of not for profit community based proposals that enhance the lives of Porthcawl residents and visitors. Porthcawl Town Council will consider grants of two varieties:

Small Grants

Aimed at supporting local community based projects that are seeking a grant of £1000 or less. There is a specific fund allocated to the distribution of smaller grants. The small grant programme for 2018-2019 has allocated £3000 for this purpose.

Large Grants

Aimed at supporting local community based projects that are seeking a grant of over £1000. Each project will be considered upon its own merit and the Town Council will make best use of its available resources when considering these applications. Grants may only be made where there is sufficient funds available.

Developing an Application

The Town Council aims to meet requests for financial assistance wherever possible. For larger grants, this is dependant upon sufficient funding available. The Town Council encourages organisations to form partnerships with other groups and funding sources to make the best use of available resources and maximise the benefits to the local community.

Under no circumstances will a grant be considered for remuneration purposes.

Who Can Apply for Funding?

Funding is available to:

- not for profit organisations.
- incorporated and legally constituted bodies.
- Funding cannot be made to individuals, private or for profit organisations. Funding can only be provided to support initiatives that are for charitable or benevolent purpose.

- Assist community organisations.

What does 'not for profit' mean?

A not for profit organisation is one that:

- Uses all monetary surpluses solely for the purpose of its objectives and not to financially benefit its members in any way.
- Has a wind up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members.

What does 'charitable' and 'benevolent' mean?

Charitable and benevolent purposes are those that seek to do good towards others in the community. This may include relieving poverty or sickness, addressing the needs of the young or the aged, personal improvement or otherwise benefiting the community.

When can I apply?

Applications are accepted throughout the financial year. Applications are considered by the Grant Panel with recommendations to Full Council. There are a minimum of four meetings of this Panel per year. Please contact the Clerk for the date of the next meeting or visit www.porthcawltowncouncil.co.uk for more information.

Please leave sufficient time for consideration of your application. An application must be received at least a week before the scheduled meeting. Any recommendation of the Grant Panel must be ratified by Full Council before any official decision is made and communicated to the organisation.

The onus is on the applicant to ensure that the application is made in sufficient time.

How long will the application take?

Please be aware that your application may take some months to process. Please contact the Clerk for further information when submitting your application or visit the website www.porthcawltowncouncil.co.uk for the date of the next meeting.

How are grants assessed?

Members of the Town Council's Grant Panel will co-ordinate assessment of your application based on various selection criteria. The Town Council will need to endorse the recommendations made by the Grant Panel before a decision can be communicated to the applicant.

Applying for a grant

We require an Application Form for *all* our grant requests. Applications must be made on the appropriate form with all questions answered in full. Council reserve the right to refuse to consider an application if the Application Form is incomplete or insufficient information is given. Please ensure the Application Form is signed, otherwise progress of your application may be delayed.

If you are applying for a grant over £1000 please ensure both sections of the application form are complete.

Additional information

We ask that all applications for financial assistance are supported by additional information where available, to include previous financial statements and project budgets. These items are essential when applying for grants of over £1000. If they cannot be supplied an explanation should be given as to why they are not available.

Financial Assistance Recipient Information

If your application is approved you will receive a financial assistance approval letter advising:

- what has been approved.
- any special conditions attached to the payment.

Where applicable you may also be encouraged to acknowledge the project and the Town's support i.e. programmes, advertising. Where you are uncertain about a condition that has been attached to the grant you are encouraged to contact the Clerk to seek clarification.

You will also receive a letter if your application is not approved.

Financial Assistance Payment

Payment of a successful grant can only be made by cheque. Please note this may take a couple of weeks following ratification by Full Council or fulfillment of a condition attached to the grant. Every effort will be made to ensure it is dealt with as quickly as possible.

Council reserves the right to ask the recipient to report back to Council outlining the use of the grant, success (or otherwise) of the project within an appropriate timescale.

Where it is found that a grant has not been used for the specified purpose, the Town Council may seek remuneration of the grant money given.