

# PORTHCAWL TOWN COUNCIL



## Financial Assistance to Community Organisations Criteria

### Objective

The objective of Porthcawl Town Council's Financial Assistance Programme is to support and encourage a diverse range of community activities, initiatives and events that meet the needs of Porthcawl residents. The Town Council particularly should look at supporting activities that build the capacity of community groups to support themselves.

### Small Grants

Financial Assistance can be provided to organisations up to a maximum of £1,000.

### Large Grants

Financial Assistance can be provided to organisations over £1000.

Decisions over support are considered by the Administration and Capital Projects Committee and must be endorsed by Full Council.

### The Council will:

1. Consider assisting in a one-off way (e.g. in supporting an elderly persons luncheon club).
2. Consider being a secondary source where another prime agency with special expertise exists (an example would be an application from a Youth Club for a project which has gained the support of the Borough Youth Service).
3. Expect applicants to also apply to other Community Councils if the proposal benefits residents of those communities.
4. Consider applications more favourably if the organisation receives match funding from other agencies or from their own fund-raising, or be able to demonstrate that further funding will be available from another source. (A grant decision can be made in principle, subject to the receipt of match funding.).
5. Consider applications more favourably if they are able to demonstrate self-help scheme(s) in order to attempt to solve their own financial problems and/or meet their financial costs.

6. Will not make funding over £1000 available for an unlimited period. Grants will be subject to review at a date determined by Council.

#### **The Council will not:**

1. Give grants for revenue costs (i.e. remuneration etc.).
2. Enter into open ended agreements.
3. Give financial aid to any commercial or national organisation, statutory body or group from outside the Town unless it can be shown that the local population will be able to derive some benefit from the services provided.
4. Consider funding any organisation whose annual carry-forward figure is in excess of 25% of the Porthcawl Town Council Annual Precept (for clarification of this figure please contact the Town Clerk).

#### **The Applicant Should:**

1. State how much financial assistance is being applied for and how this money will be used. For grants over £1,000 detailed costs should be provided specifically indicating what money will be utilised for.
2. Be an organisation, not an individual. This can be as simple as an ad hoc committee of at least 3 members.
3. Not seek to benefit any of its members financially nor be involved only in self-promotion.
4. Give as much relevant financial detail as possible, both about the application and the organisations annual income and expenditure. For grants over £1,000 this information *must* be provided upon application.
5. Indicate the full scope of the projects and details of the group(s) who will benefit from the grant.
6. Benefit the people of Porthcawl rather than non-residents or just the members of the organisation.
7. Submit a copy of the audited accounts if the organisation has been in existence for 18 months or over. If not, then evidence must be shown that a bank account exists for that organisation (cheques will not be payable to an individual person).

#### **Other Conditions**

1. Where an application is made for Capital Project costs over £1,000, the applicant should provide evidence to show where money will be spent. If this cannot be provided at the time of application, following offer of grant evidence must be provided to the Clerk to show where money will be spent prior to payment being made from the Town Council. This can be done by means of an invoice outlining payment for the amount relating to the grant.

2. A report back confirming the use of the grant and the success (or otherwise) of any project supported, must be given within 2 months of any event or financial year end. This should be done without demand by the Town Council.
3. In order to safeguard the best interests of its community, the Town Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.

Financial Assistance for Events:

1. Applicants must include a breakdown of anticipated income and expenditure, including grants and donations.
2. Accounts for the event must be submitted.
3. Event organisers should consider whether Public Liability Insurance is required.

**ALL DECISIONS MADE REGARDING THE PROVISION OF FINANCIAL ASSISTANCE WILL BE MADE IN ACCORDANCE WITH THE PROVISIONS CONTAINED WITHIN RELEVANT LOCAL GOVERNMENT LEGISLATION AND THE TOWN COUNCIL'S FINANCIAL PROCEDURES.**