

PORTHCAWL TOWN COUNCIL



FINANCIAL ASSISTANCE APPLICATION FORM

(Please complete in **BLOCK CAPITALS**)

Applicant: (Name of organisation)	
Are you a registered charity?	Yes No Reg. No.
Is the grant for use in a local event/project? (within the boundary of Porthcawl)	Yes No
Amount applied for: £..... (please state specific amount)	
CONTACT DETAILS:	
Name	
Address	
Post Code	
Email	
Telephone No.	
Position in the organisation i.e. chairman, secretary, treasurer	

For Office Use Only:	
Date Received –	_____
Amount Awarded –	_____
Minute No. –	_____
Cheque No. -	_____
Report Received -	_____

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Purpose of the Grant:

Outline exactly why the grant money is required. Include a full breakdown of anticipated costs where appropriate (*this figure should relate to the amount stipulated on Page 1*).

Describe how you will be funding the other elements of your project/event?

If you are running an event, outline how the costs of the event are being met. If you are running a project, outline how the costs project are being met and how you will be funding future running costs. Include any details of events that are being held to fundraise to supplement your planned project/event. (*Continue on a separate sheet if necessary.*)

Has a Grant Application been made to any other body/organisation for the above purpose?	Yes No
If yes, please provide details: (continue on a separate sheet if necessary)	
Name of Grant	Name of Grant
When Applied	When Applied
Grant Awarded	Grant Awarded
How much was awarded	How much was awarded
Has your organisation previously applied for a Town Council grant?	Yes No
If yes, please provide details: (continue on a separate sheet if necessary)	
<p>Please include details of the year applied, if application was successful, how much was awarded and also copies of reports previously provided to the Town Council. Please provided details for at least the last three financial years.</p>	
Aims of the Organisation:	
<p>Please provide details of the aim/purpose of your organisation. Include information relating to services/benefits offered to residents of Porthcawl.</p>	

FINANCIAL

The following documents *must* be included as part of your application:
(Please tick to confirm they have been attached.)

1. Income and Expenditure Account	
2. Balance Sheet	
3. Proof of Bank Account	
4. Business Plan/Event Brief/Project Plan	
5. Club/Organisation Constitution or Rules	
6. Is your organisation registered for VAT?	Yes No
7. Are you a profit making-organisation?	Yes No

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Financial Assistance.

I confirm that I have read the Town Council Information Package and agree to comply with its content.

By signing this application you agree to Porthcawl Town Council using your personal data in accordance with our Privacy Notice. Copies of the Notice can be viewed in the Town Council Office or online at www.porthcawltowncouncil.co.uk

Signature of Applicant:

Date:

Please return your completed application form to:
The Town Clerk, Porthcawl Town Council
16-18 Mary Street
Porthcawl, CF36 3YA

PORTHCAWL TOWN COUNCIL



Financial Assistance to Community Organisations Criteria

SMALL GRANT PROGRAMME (£1,000 or under)

Objective:

The objective of Porthcawl Town Council's Small Grant Programme is to support, encourage and sponsor a diverse range of community activities, initiatives and events that meet the needs of Porthcawl residents.

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

The Council will:

1. Consider assisting in a one-off way via sponsorship
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 Towns Centre Manager)
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 organisations 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.
5. Consider applications more favourably if they are able to demonstrate self-help scheme(s) in order to attempt to solve their own financial constraints and/or meet their financial costs

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 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. Give financial aid to any commercial organisation/venture
5. Consider funding any organisations whose annual carry-forward figure is in excess of 10% of the Porthcawl Town Council Annual Precept (for clarification of the figure please contact the Town Clerk).

Other Conditions:

1. Where money is granted to an organisation, evidence must be provided identifying the cost of the item to be funded before payment will be made. If this cannot be provided at the time of the application, following offer of the grant evidence must be provided to the Clerk to confirm amount prior to payment being sent from the Town Council i.e. providing a copy of an invoice outlining the amount
2. The Town Council will take into account any previous grant made to the organisation and will usually not grant funding/sponsorship in excess of the immediate past grant amount.
3. A report back confirming the use of the grant and the success of the event/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.
4. 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 in accordance to the application.
5. An organisation may only apply for financial assistance *once* during a financial year
6. Applications will not be considered if the application form is not complete and all the relevant information provided.

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

PORTHCAWL TOWN COUNCIL



Financial Assistance to Community Organisations Information Package

SMALL GRANT PROGRAMME (£1,000 or Under)

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.

The small grants programme is aimed at supporting local community based projects/events that are seeking a grant of £1,000 or under.

Developing an Application

The Town Council carefully considers applications received for its small grant programme based on the agreed criteria. 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, commercial 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 does not seek 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 quarterly by the Promoting Porthcawl Committee. Please contact the Clerk to determine the date for the next round of application consideration.

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 Committee 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 could take some months to process. Please contact the Clerk for further information when submitting your application or visit www.porthcawltowncouncil.co.uk for the date of the next meeting.

If you do not submit all relevant information required for application, your application will be rejected. Re-submission will delay your application.

How are grants assessed?

Members of the Promoting Porthcawl Committee will co-ordinate assessment of your application based on various criteria. The Town Council will need to endorse recommendations made by the committee before a decision can be communicated to the applicant.

Applying for a grant

An application form must be completed for any grant request. The application form must be completed in full. An application form will be rejected if all the relevant information is not provided, the application is incomplete or insufficient. Please ensure the application form is signed.

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 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.

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

Failure to comply with the Town Council conditions upon receipt of a grant will result in a breach of contract. The Town Council will seek remuneration of costs relating to this breach (including refund of grant) and will not consider any further application from your organisation.

Sponsorship

Where Financial Assistance is agreed to sponsor an event, receipt of this funding will be dependent upon the Town Council receiving recognition of its financial contribution towards that item/event.