

Cyngor Tref Llanfair Caereinion Llanfair Caereinion Town Council

DONATIONS & GRANT AID POLICY

Introduction

The Town Council considers awarding small grant to organisations on a case-by-case basis taking into account the following guidelines. **Who can apply?**

Any **organisation** can apply.

The organisation's work or event must:

Take place **within the Llanfair Caereinion Town Council boundary.**

Benefit local residents.

Individuals are not eligible for donations or grant aid.

What funding is available?

The Council may provide funding for:

- **Specific projects**, or
- **General revenue costs**, where it can be shown that the organisation's work would be significantly affected without the funding.

What funding is available

The council would normally only approve up to 50% of any costs to be covered and up to a limit of £250 per application. Normally only one application per year can be considered from any one organisation.

Event funding

If funding is requested for an event held on or using Council facilities:

A copy of the organisation's **insurance** and **risk assessment** must be provided before the event.

Where the Council jointly runs an event with another organisation and provides insurance:

All income and expenditure must be processed through the Council's ringfenced event accounts.

The Council's grant must be acknowledged in publicity.

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Application process

Applications can be submitted:

By **letter**

By **email**

using the Council's donation/grant application form.

Applications should be sent to the Town Clerk

Crown House, High Street, Llanfair Caereinion SY21 0QY

Email: **townclerk@llanfairtowncouncil.gov.uk**

Telephone: **07767 267830**

Reporting requirement

Any organisation receiving funding must submit a **short report within one year** explaining how the money was spent.

If you need help completing a grant application or drafting a supporting statement, the Town Clerk will be able to help.

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No	Question	Answer
1	Organisation	
2	Your name	
3	Address	
4	Telephone number	
5	Email address	
6	Does your organisation have a constitution?	YES/NO
7	Does your organisation have a bank account?	YES/NO
	Does your organisation have annual accounts?	YES/NO
	Does your organisation have a Committee?	YES/NO
	Has your Committee agreed to apply?	YES/NO
	What would you spend the money on?	
		Please space overleaf if needed.
	Signature	
	Date	

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LLANFAIR CAEREINION TOWN COUNCIL DONATIONS & GRANT AID

Please enclose the following with your application:

- a) A bank statement with your organisations name on it (the payment will only be made to the name of the statement) dated within the last 3 months.
- b) A copy of your last annual accounts if requested by the council.

What would you spend the money on continued.....	
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