

# Bargoed Town Council

## Grants Policy

Bargoed Town Council is funded by the electorate of the Greater Bargoed Area and therefore has only limited funds available to assist community organisations. The Town Council's financial support is provided by way of grants/donations which are decided against criteria set by, and which can be amended from time to time by, Bargoed Town Council. The Council will look at each application on its merits, but will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise your own funds.

**The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.**

**Applications are considered by Full Council in July and in January (only if funding remains following the July round) and completed forms MUST be returned by 30<sup>th</sup> June or 15<sup>th</sup> December.**

Bargoed Town Council will:

- Publicise Grant Aid availability widely
- Review the Grant budget annually
- Review the Grants Policy and application process once every three years

The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will expect its contribution to be acknowledged in any publicity about the project. Town Councillors may wish to visit the project/scheme and the Council will require written feedback on how the grant was spent and how it benefitted the community (usually within four months).

Failure to comply may result in future applications being rejected.

In order for this Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. In general, the following principles apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Greater Bargoed Area or will benefit the environment of the area.
3. Evidence of a well-managed group including previous experience and track record
4. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
5. Organisations should not make a presumption that funding will continue on a year to year basis.

## **Aims of the Council's Grant Making Policy**

Bargoed Town Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities
2. To help the community's voluntary groups to improve their effectiveness
3. To ensure the provision of services needed by residents, via the voluntary sector
4. To support organisations which meet the needs of people experiencing social and economic difficulties
5. To ensure that there is equality of access and opportunity for all residents to the services it provides and funds
6. To improve or enhance the local environment
7. To achieve value for money

## **Application process**

To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:

1. A completed application form describing in detail what the Grant will support and identifying how this will benefit the residents of the Greater Bargoed Area.
2. The most recent income and expenditure account or in the case of a new organisation a fully costed current plan with financial information
3. Constitution or rules of the organisation
4. Details of any funding secured or applied for, as well as any fundraising carried out
5. Any additional information the organisation considers will support their application
6. Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested
7. **Grants will be paid by BACS, to the dedicated organisation bank account.**

## **Who Can Apply?**

### Organisation and Locality

Applications will only be accepted from charitable, voluntary and non-profit making organisations. The Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee. Your organisation **must** have a constitution or set of rules and a dedicated bank account.

Applications from commercial organisations will not be considered. National appeals are outside the scope of the Council's Grant Aid Scheme.

Organisations should be located within the Greater Bargoed Area, or if outside the boundary, their work should be of benefit to the Town and its residents.

At present, the Council is prevented by statute from giving financial assistance to charities operating overseas or to a fund established to help persons outside the UK.

### **Type of Financial Assistance**

The Council may award a grant towards specific projects or purchases of equipment, and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the Town and/or its residents.

The Council will not contribute towards wages or salaries.

## **Bargoed Town Council will not fund the following**

- Organisations that do not provide a service to the community in the Greater Bargoed Area
- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Political groups or activities promoting political beliefs
- Religious groups where funding is to be used to promote religious beliefs
- Arts & sports projects with no community or charitable element
- Medical research, equipment or treatment
- Animal welfare
- Projects that may take place before an application can be decided
- Organisations that have a closed or restricted membership
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

## **General Grant Conditions**

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
2. Bargoed Town Council will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.
3. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
4. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities)
5. Should for any reason the organisation dis-band or the project is not completed the Council may ask for all or part of the monies to be paid back
6. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
7. The Town Council requires successful applicants to provide promotional images and website/facebook links suitable for upload to the Town Council website/social media
8. In order to receive payment, organisations/groups must have a bank account into which grants can be paid. Payments will not be made to private individuals
9. Only one application per year will be accepted from any organisation.

**Bargoed Town Council reserves the right to discontinue the grants programme at any time.**

Policy adopted by council 15<sup>th</sup> July 2020

Date of next review 2023.