Bargoed Town Council

Community Grantmaking 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.

Town Council's financial support is provided by way of grants/donations which are decided against criteria set, 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.

Bargoed Town Council runs a Community Grants programme to which local organisations can apply. This programme awards grants of up to £500. In addition to the Community Grants programme, members also consider project proposals for one-off event/community activities and make discretionary grants of up to £3,000 to voluntary/community organisations for activities that fit the town council current priorities and strategic plan.

Applications to the Community grants programme are considered by Members throughout the year, with a final grant round being considered in February (if funding remains)

Completed forms **MUST** be returned by email to Bargoed Town Council using either clerk@bargoedtc.org.uk or deputyclerk@bargoedtc.org.uk

Town Councillors will be happy to support any voluntary organisation who is experiencing difficulty completing the application form.

Bargoed Town Council will:

- Publicise the availability of Grant Aid widely in the local community
- 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. 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. Public liability insurance details
5. Details of any funding secured or applied for, as well as any fundraising carried out
6. Any additional information the organisation considers will support their application
7. Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested
8. **Grants will be paid by BACS, to the dedicated organisation bank account.**

Who Can Apply?

<u>Organisation and Locality</u>

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 Community Grant Programme.

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, and the application MUST be able to demonstrate how the proposed activity will do so.

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
- 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 wider community or charitable element
- Medical research, equipment or treatment
- Animal welfare
- Projects that may take place before an application can be decided
- 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. Community 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.

One-off, specific event/activity grants

STANDARD GRANT TERMS AND CONDITIONS

Introduction

1. These are the standard terms and conditions, or rules, for Bargoed Town council grants. If we ask you to agree other conditions, they will be in your grant offer email.

Please read the terms and conditions carefully to understand your responsibilities. You must keep the grant offer email and these terms and conditions for reference. You should also share them with the people responsible for managing your organisation's finances and funded activities. If you do not wish to agree the terms and conditions, please tell us immediately and we will withdraw the grant offer.

2. In this document:

• 'you' and 'your' means the organisation we have offered a grant;

• 'we' and 'our' means Bargoed Town Council; and

• 'written agreement' or 'in writing' includes email or other electronic communications.

Purpose of our grant

3. You must only use our grant for the purpose in our grant offer letter. You must tell us if:

• you want to do something different with the grant;

• you cannot use all or part of the grant; or

• you receive funding from somewhere else which duplicates our grant.

4. In any of these cases, you may have to repay some or all our grant unless we approve a change in writing.

Monitoring and record-keeping

5. You must provide a brief report within eight weeks of the end of the period of work/activity we are funding. If we pay the grant in instalments, you must also complete progress reports. We will send a reminder by email before a report is due to the person who is our main contact for the grant. We will not consider another grant application from your organisation if you do not provide satisfactory monitoring information as agreed.

6. You must keep accurate records on your spending. This also includes receipts or invoices for equipment, building work or services you purchased with our grant. We must be able to see these at any reasonable time during the period of our grant and up to one year after the work we fund is finished (or another period we agree). You must send us a copy of your most recent annual financial statements if we request them.

7. We may visit your organisation to see and discuss the work we have funded and to see evidence of how you spent the grant and understand the difference our funding made.

8. We may share information you give us with relevant organisations (e.g. the police) if appropriate during any investigation.

Paying the grant

9. We normally pay one-off event/activity grants in a single instalment once you have accepted our grant offer and met any conditions. We normally make payment by BACS transfer to the account you supply when you accept the grant offer. You must tell us if your bank details change.

10. If we pay your grant in instalments, we will need a satisfactory progress report to trigger further payments.

Acknowledgements and publicity

11. If you refer to our grant in your financial statements, you must list us as 'Bargoed Town Council'.

12. You must acknowledge us in any press release, publication or promotional material about work we fund. You must contact us in advance if you plan to issue a press release specifically about the activity we fund.

13. You may use our logo for reporting and publicity about work we fund. If you want to use our logo for another purpose, you must contact us in advance to get permission.

14. We will include the grant in data we publish. We will get your permission before using photographs you have given us.

Your responsibilities

15. You must do the following.

• Meet all your legal and regulatory obligations, including making sure you continue to have adequate safeguarding arrangements in place.

• Have any necessary permissions and adequate insurance, and ensure you store any equipment funded by our grant safely and securely.

16 .You must tell us immediately in writing of any significant development affecting your whole organisation, or the work we have funded. This includes the following situations.

• If you change the main contact for our grant.

• If you dismiss or remove your Chair or Chief Executive, or the key staff responsible for work we have funded.

• If you have financial or cash flow problems, or any incident of fraud.

• Any other matter concerning your organisation that is reported to the police, Charity Commission or another regulatory or safeguarding authority.

Withdrawal or reclaim of grant

17. We may withdraw the grant offer, or we reclaim all or part of a grant paid, in any of the following situations:

• If you do not comply with these terms and conditions.

• If you knowingly withhold information in paragraph 16.

• If you give false information to us in your proposal or about your grant.

• If an investigation by the Charity Commission, police or another regulatory or safeguarding body identifies serious concerns about your organisation.

• If, in our opinion, your actions conflict with our policies or damage our reputation.

18. If your organisation becomes insolvent, goes into administration, receivership or liquidation, you must contact us immediately. If our grant or any part of it has not already been spent on the agreed purpose, you must return it to us.

19. If your organisation decides to merge with another group during the period of our grant, you must contact us immediately. We may consider transferring the grant to the merged organisation subject to it being eligible for our funding.

Bargoed Town Council reserves the right to discontinue Community Grants and Donations programmes at any time.

Policy reviewed and adopted by council February 2026.

Date of next review February 2029