

Caerphilly Town Council

Policy on Financial Assistance / Grants

The Town Council's grant scheme is intended to provide financial support to assist community organisations active within the town that work for the benefit of the residents. Grants can be made to existing and newly formed organisations. The types of organisation that will be considered for grants include:

- Charitable groups
- Sports clubs
- Youth groups
- Playgroups
- Arts groups
- Free advice organisations
- Environmental groups
- Community / Voluntary transport schemes

Organisations must be properly constituted, non profit making, based within the Town Council area, or can demonstrate a benefit to the residents who live within the Town Council area. National UK wide organisations will not be eligible for a grant unless they have a locally based group. Wales wide bodies will be eligible to apply for a grant but must be able to show there are beneficiaries within the Town Council area.

Grants cannot be made to individuals, profit making organisations, or national UK organisations unless the local branch can demonstrate a requirement to raise funds for its own projects. The Town Council does not make loans.

An application must be made on the form provided and be accompanied by accounts, or a budget in the case of a new organisation, together with any supporting information about the purpose for which assistance is required. Each application will be considered on its merits. Applications can be made at any time of the year and will be reported to the next available Town Council meeting for decision. The Town Council allocates a limited budget each financial year for grants and awards will be made on a first come first served basis.

Examples of what can be supported:

- Supporting the provision of opportunities for older people
- Activities for young people and helping to meet their social, educational, and leisure needs
- Supporting community involvement in local arts and cultural activities
- Supporting community participation in local sports and leisure activities and enabling clubs to develop and improve sporting infrastructure
- Supporting access and sustainable transport schemes by community and voluntary groups

- Supporting schemes that improve the appearance of the town eg nature conservation, planting, decorations

Grants to local organisations will be made on the basis of a tiered structure depending on how many people living within the Town Council area will benefit.

	£
15 members	up to 150
16 to 40 members	up to 250
40 members	up to 400

Local organisations with more than £10,000 bank balance will not normally be considered for a grant.

Where the application relates to capital expenditure (eg building project) a higher level of grant may be considered but not exceeding a maximum of £1000 and in this case the bank balance threshold of £10,000 will be disregarded.

Wales wide organisations will receive a maximum grant award of £100.

The Town Council will normally follow the criteria as set out but does have the discretion to vary the amounts awarded depending on the individual circumstances of each application.

Policy Approved by Town Council March 2019

CAERPHILLY TOWN COUNCIL/CYNGOR TREF CAERFFILI

FINANCIAL ASSISTANCE - APPLICATION FORM

1. **NAME OF ORGANISATION** and Headquarters including address and principal area or place of operation.

Applications can only be considered from properly constituted groups. The Town Council's policy can be viewed on the website (<http://your.caerphilly.gov.uk/caerphillytc>).

2. **PURPOSE OR ACTIVITIES OF ORGANISATION** - attach copy of Constitution or website link

3. **MEMBERSHIP OF ORGANISATION/OR BENEFICIARIES OF ACTIVITIES:**

Number of members/beneficiaries who are resident in the Town Council area (St. Martins and Morgan Jones Wards see attached map)

Note without this information your application will not be considered. Grant awards to Wales wide organisations will be capped to a maximum £100.

4. **MEMBERSHIP FEES**, if applicable _____

5. **PRESENT FINANCIAL POSITION:-** This should be as full as possible, but should at least detail funds held and outstanding debts and credits; attach latest Bank Statement for Organisation; and/or accounts.

6. **PURPOSE FOR WHICH ASSISTANCE IS REQUIRED AND ESTIMATES OF COSTS:**

Grants cannot be made to individuals, profit making organisations or UK wide organisations unless there is a local branch which can demonstrate a requirement to raise funds for its own projects. The Town Council does not make loans.

N.B. If insufficient space is provided for the information requested, please continue on another sheet.

CONTACT DETAILS FOR PERSON SUBMITTING APPLICATION:

NAME: _____

ADDRESS: _____

TEL NO: _____

EMAIL: _____

POSITION OF PERSON MAKING APPLICATION:

SIGNATURE _____

Please ensure both pages of the application form have been completed. The completed application and enclosures should be returned to: Town Clerk, Caerphilly Town Council, The Twyn Community Centre, The Twyn, Caerphilly CF83 1JL.

DATA PROTECTION

The Town Council will be data controller for any personal data you provide as part of this application. When the application is reported to the Town Council the name and address of the contact person will not normally be published. However the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including information that has not been published. Where financial assistance is approved your data will be kept for 7 years as part of the Town Council's financial records.

Under data protection legislation you have the right:

To access the personal data the Town Council holds on you.

To require us to rectify inaccuracies in that data.

To lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

The contact details for the ICO Wales Regional Office:

Information Commissioner's Office
2nd floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Tel: 029 2067 8400
Email: wales@ico.org.uk

