



Dear Friend,

I am pleased to let you know that the Community Council has reserved funds within its 2020 budget to award grants to community organisations which can demonstrate a clear need for financial support to benefit residents.

A copy of the application form along with guidance notes is attached.

If you would like to apply for a Grant, the application form must be completed and returned by the 27<sup>th</sup> October 2020.

If your organisation/project previously received a Grant from the Council, it is imperative that you also complete and return the Grant Feedback form in Appendix One.

If you would like support completing the application form, email/phone using the contact details below.

**Clerk to the Council/Responsible Financial Officer  
Llanharan Community Council**

clerk@llanharan-cc.gov.wales

01443 231430

2 Chapel Road

Llanharan

CF72 9QA



## **LLANHARAN COMMUNITY COUNCIL**

### **Grant Aid Application Guidance Notes**

*Please read the guidance notes before completing the form:*

Llanharan Community Council awards grants, at its discretion, to community organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant; you may also seek assistance/guidance from your local Councillor.

### **Eligibility**

Grants will not be made;

- to organisations situated outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities
- to organisations established for party political purposes or promoting religious purposes
- where the aims and objectives of the organisation are inconsistent with the values of the Community Council.



- no grant will be awarded to or for any commercial venture for private gain
- the grant cannot fund the purchase of alcohol, wages, loans or interest payments or VAT that you can recover
- no retrospective applications will be considered.

**Grants will be considered under the following criteria:**

The organisation must be non-profit making or charitable (i.e. an independent group that does not make profit to pay Directors, Members of Shareholders; normally run by volunteers). Grants will not be made to individuals and would not normally exceed 50% of the cost of the project or activity.

Grants will not be made retrospectively and only one application for a grant will be considered from each organisation in any one financial year.

All grants must be used within one year from the award being made.

All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

A grant may only be used for the purpose set out in the application and it cannot be given or transferred to any other group.

Any monies not used, in part or full, for the agreed purpose must be immediately returned to the Community Council.

At the Council's discretion, for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered.

The Council will require details of how the money has been spent within 1 year of the award being made.

Recognition of the grant from the Llanharan Community council must be made in any publicity and in the Group's accounts.



The Council may use the name of your Group and its project in our own publicity material where appropriate.

**All grants are at the discretion of the council:**

All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and may not be re-considered. Especially if the budget is depleted.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

The Council will take into consideration any previous grants made to an organisation when considering a new application.

**Grants – DATA PROTECTION**

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at [llanharancc.webs.com](http://llanharancc.webs.com) or from the Council Offices.

**LLANHARAN COMMUNITY COUNCIL**

**Grant Aid Application Form**



The Community Council must be informed of requests for grants less than £499 by the end of August and more than £500 by the end of November. The maximum grant available is up to £2,000.

No payments will be paid by cash.

<b>SECTION A: ABOUT YOU</b>	
<b>Name of Organisation:</b>  (Please note that if you are successful, payment will be made to a bank account registered in this name).	
<b>Registered Charity Number</b> <i>(if applicable)</i>	
<b>Name of Main Contact:</b>  (All correspondence will be addressed to this person)	
<b>Full Postal Address of Applicant:</b>	
<b>Contact Telephone Number:</b>	Daytime:  Mobile:
<b>Main Contact Email Address:</b>	
<b>Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years?</b>	
<b>If the answer is yes, please complete the box below:</b>	



Date	Amount
	£
	£
	£
	£

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?



Are you a not for profit organisation?

Yes

No

How long has the organisation been established?

**SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?**

Please provide a brief description of what you intend to use the Grant Aid for?

How will the Grand Aid benefit the Community?



--

Please provide the dates you intend to start and finish the project.

Start Date:

Completion Date:

**SECTION C: How much Grant Aid is being applied for?**

What is the total cost of the project for which Grant Aid is required?

What is the amount of Grant Aid the organisation would like to apply for?

What other sources of funding have been approached, or are available for the project?

**Supply the following information dependant on grant applied for.**

- A. Up to £100
  - Organisation/Group constitution or rules





B. £101 - £499

- Income and expenditure account/balance sheet
- Last bank statement
- Constitution or rules
- VAT registration
- Is the organisation profit making?
- Provide quotations for items the Grant will be used for.

C. £500 - £2,000

- As requested in B
- Latest audited/ratified accounts and balance sheet.

#### **Section D: Sustainability**

Will the project/activity continue after this funding has ended?  
YES/NO (delete as applicable)

If yes, provide details.

#### **Section E: Payment Details**

If your application is successful, payment will be made using the details below.



**Account Name** (*Use name of the organisation applying as in Section A*)

**Account Number**

**Sort Code**

**SECTION F: Completing the application**



Your Signature – This must be the signature of the main contact named in Section A

**Declaration:**

- i. I certify that the information contained in this application is correct.
- ii. If the information changes in any way I will inform Llanharan Community Council.

Signed:

Date:

**Please note that this form requires two signatures:**

Second Signature:

Position held in organisation:

Signed:

Date:

**Completed application forms should be returned to:**

Clerk to the Council  
Llanharan Community Council  
2 Chapel Rd  
Llanharan  
CF72 9QA  
[clerk@llanharancc.co.uk](mailto:clerk@llanharancc.co.uk)  
01443 231430

**Checklist:-**



- ✓ A copy of the organisations Constitution or rules to be provided
- ✓ Two signatories on the form.
- ✓ Submission of the application form is completed before the deadline date.
- ✓ You have considered any Equality impact issues in your application.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One.

**Please note any applications received after the deadline date will not be considered.**

**For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430**



## Appendix One

### Llanharan Community Council Grant Feedback

Name:	
Organisation:	
Address:	
Telephone:	
Email address:	
Website:	
Reason for previous application: (Project/activity name/details)	
Amount received:	
Date received:	
I was happy with the application process?	Yes <input type="checkbox"/> No <input type="checkbox"/>



If your answer to the above question is no, please give further details to enable us to improve the application process.	
How has the donation made a difference to the Community?	

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box

*Return the completed form to:*

**Clerk to the Council/Responsible Financial Officer  
Llanharan Community Council  
2 Chapel Road  
Llanharan  
CF72 9QA**

clerk@llanharan-cc.gov.wales  
01443 231430