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DRAETHEN, WATERLOO & RUDRY COMMUNITY COUNCIL

THE GRANTS PROCESS

To apply for a Community Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Draethen, Waterloo and Rudry. **All funding requests must use our application form and applicants should provide ALL information requested.**

The amount of money available for small grants will vary each year depending on the overall council budget.

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.

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

The Community 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.

Draethen, Waterloo and Rudry (DWR) Community Council welcomes applications from small or newly formed groups and those that have not applied to us before.

Dwr Community Council uses the following criteria to decide on grant applications:-

- Whether the group/project has followed our grants process and meets our requirements and grant giving policy
- Level of benefit to Draethen, Waterloo and Rudry and the impact the grant will make
- Evidence of a well-managed group including previous experience and track record
- Financial sustainability and viability of the group and/or project
- Evidence of partnership working
- If applicable, evidence that funding has been sought from other sources and the level of match funding available

Approved by DWR CC on 27.11.19.

- If applicable, evidence of compliance with previous grant award conditions

Draethen, Waterloo & Rudry Community Council will not fund the following:-

- Organisations that do not provide a service to the community in Draethen, Waterloo & Rudry
- Projects where the work has already been completed will not be considered
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant
- Equipment or other costs that have already been purchased or incurred prior to the application being considered
- Projects that may take place before an application can be decided
- Individuals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups where funding is to be used to promote religious beliefs
- Arts and sports projects with no community or charitable element
- Medical research, equipment or treatment
- Animal welfare
- Organisations that have a closed or restricted membership

THE APPLICATION PROCESS

Grant application forms are available from the Clerk to the Council. Assistance can be provided to any group having difficulties completing the application form.

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

PAYMENT TIMETABLE

Successful applicants will receive their award in between April and October of the year of the application.

In some circumstances the payment date(s) may differ and this will be set out in the grant award confirmation letter.

Grants will be paid by cheque, made out to the bank account of the named organisation.

MONITORING AND REPORTING REQUIREMENTS

Groups are expected to provide DWR Community Council with written evidence of what the money has been spent on and the benefit it has brought to the people of Draethen, Waterloo and Rudry. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings etc where applicable. This information should be submitted within 12 months of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

Approved by DWR CC on 27.11.19.

GENERAL GRANT CONDITIONS

- It is a condition of the grant to fill in the evaluation form provided. Failure to do so will affect any future grant funding applications
- Acknowledgement of the financial support received from the Community Council is required on any/all relevant project documentation and promotional material, including websites.
- Grants are awarded on an annual basis and an award made this year is not an indication that funding will be continued in other years.
- The grant can only be used for the purpose stated in the application and the Community 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 Community Council who will consider whether or not to approve the change.
- Grants must be spent within 3 months of award. Any unspent monies left after this time must be returned to the Community Council.
- Organisations are responsible for ensuring they comply with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should the organisation disband for any reason or the project is not completed the Community Council may ask for all or part of the monies to be paid back.
- 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.
- Only one application per year will be accepted from any organisation.
- All successful applicants must complete an evaluation form within the stated time periods.

Additional grant conditions may also be attached to any funding from DWR Community Council and these will be set out in the award confirmation letter.

DWR Community Council Grants Policy 2019/20

Approved by DWR CC on 27.11.19.