

Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA10 8RF

Tel : (01639) 750356

Email : crynantcc.clerk@gmail.com



SMALL GRANTS POLICY

Crynant Community Council has adopted the following policy: -

1. The maximum sum set aside each financial year for grants, is to be agreed upon annually at the full Council meeting in which the precept is set.
2. All applications for grants must be made in writing and submitted to the Clerk.
3. All grant applications must be decided by a full Council meeting.
4. Crynant Community Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.
5. Each application must be accompanied by supporting documents:
 - (a) Summary of the applicant's accounts for the last financial year at the Council's discretion.
 - (b) Details of the applicant's organisation, committee and meeting structure, appointed officers etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation.
 - (c) Other funding sources applied for in relation to the grant concerned.
6. If the grant requests received exceed the grant monies available in a financial year, then councillors will target grants which benefit as many people as possible within the community.

SMALL GRANT CONDITIONS

- a) Grants will not be awarded to individuals
- b) Grants will not be made retrospectively
- c) Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority

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- d) Grants will not be awarded to organisations that make or attempt to make profit for the benefit of members or owners over and above revenue expenditure e.g. Running costs, staff costs, premises maintenance and general overheads
- e) Organisations applying for a grant should be properly constituted, with appointed officers.
- f) Grants will be awarded on the assumption that other sources of income have been sought.
- g) Grants will only be considered accompanied by sufficient and appropriate documentation which may require inclusion of financial records. If there is insufficient documentary evidence the applications will not be considered.
- h) If the organisation/body is unable to use the grant for the stated purposed monies must be returned to Crynant Community Council.
- i) The grant must be used for the purpose for which the application was made.
- j) All grant monies are awarded at the Community Council's discretion. Crynant Community Council's decision is final and there is **no right of appeal**.

Adopted on:

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Small Grants Application Form

Maximum Grant available £500

If you have difficulty completing this form, please contact the Clerk for assistance

1 Name of

Organisation:

2 Contact person (to whom all correspondence will be sent)

Name Position

Address

Post Code

Tel:

3 Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the village:

(N.B. Applications are eligible only from organisations whose work is of benefit to the inhabitants of the village) (Maximum 250 words)

4 Approximately how many residents of the village of Crynant benefit from the services of your organisation?

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5 Approximately how many residents of the village of Crynant are members of your organisation?

6 What is the total cost of the project?

7 How much grant are you seeking and how will the balance be funded?

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8 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement: *(Maximum 250 words)*

9 Give details of any grants received from Crynant Community Council in the past 4 years *(date and amount of grant)*

10 Give details of any grants received from other sources in the past 2 years (date and amount of grant)

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11 Is your organisation making bids to other funding sources? YES / NO

If 'Yes' give details:

12 Where did you find out about the grants available from Crynant Community Council?

13 Please give the bank account name (i.e. the payee) to which any grant cheque awarded should be made payable

14 Declaration: I declare that the information given on this Application Form is true to the best of my knowledge and belief

Signed..... Position in Organisation

Date.....

Notes:

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- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.
- c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used and may be requested to give account of the benefits to the community at a Community Council meeting. If receipts cannot be provided the Council may demand that the grant be returned.
- d. Copies of this form and accompanying papers may be included on the Council agenda and discussed by the Council in the presence of the Press and Public.