

HVERFORDWEST TOWN COUNCIL CYNGOR TREF HWLFFORDD



POLICY AND GUIDANCE FOR AWARDING GRANT AID

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About Haverfordwest Town Council grants:

Haverfordwest Town Council grants are made for the benefit of people and projects local to Haverfordwest. Grants will be given in accordance with the relevant Local Government Acts and Statutes.

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting, voluntary, non-profit making and charitable organisations which are non-commercial and whose membership and field of activity is centred within the electoral boundaries of Haverfordwest. Grants should represent assistance with events of local use or should be seen to have clear local benefit to the population of Haverfordwest.

National appeals are, within limited exceptions, outside the scope of the Council's grant aid policy and, at present, the Council is prevented by statute from giving financial assistance to individuals and charities operating overseas or to a fund established to help persons outside the United Kingdom.

The Council will normally expect to distribute grants to a variety of organisations which, in practice may mean that a lesser amount will be awarded than that applied for. In any eventuality, grants will be up to maximum of **£5,000**.

Any group awarded a grant of £2,000 may be allocated a Council Member who will act as an observer and link with the Council.

Normally only one grant per year will be made to each application. The awarding of a grant in one year will not preclude, but nor will it set a precedent for, continued support in future years.

When considering your application:

The Town Council will look at:

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- The level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed

Groups working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities.

The Town Clerk is available if you would like to talk through your application form before completing it.

How and when to apply:

Grant applications will normally only be considered when accompanied by an application form.

For groups or individuals seeking grant aid of less than £250, a letter of request will be acceptable, providing that:

- **Your aims and objectives are clear and well defined and are a real benefit to the community of Haverfordwest**
- **Annual accounts or a statement of income and expenditure may be asked for if deemed necessary to making a decision**

Requests which do not specify the amount of the grant aid required will normally require an application form.

Applications will be determined at the nearest available meeting of full council and must be received at least one month before a meeting to guarantee consideration. Dates of meeting of full council are publicised widely and are also available from the Town Council office. Applicants will be advised following the meeting if their grant has been approved.

Who can apply?

You can apply if:

- You are a non for profit group operating for the benefit of the community in Haverfordwest
- You must use the grant within one year. We recognise that project timescales can slip for good reasons – we would expect to be informed of any problems. If a project does not ultimately proceed as planned, we would expect the grant to be returned
- Your group is set up for charitable purposes, however you don't have to be registered as a charity or recognised by HM Revenue and Customs to apply for a grant. You will need to have some form of management committee or steering group with a bank account with more than one signatory
- You are a group of people, not necessarily constituted, who/that has specifically come together to run a project without having a separate bank account. Grants in these circumstances will be made on a one-off basis and if you wish to apply again in the future, your group must be constituted
- Your aims and objectives are clear and well defined and are a real benefit to the community of Haverfordwest
- You have a constitution or set of rules which you must include with your application form
- You have a bank or building society account with at least two signatories
- You have annual accounts or statement of income and expenditure, which you must include with your application
- Your group is working towards an equal opportunities policy and constitution and can demonstrate that it is working within the Disability Discrimination Act and is aware of health and safety requirements
- You are a school associate/PTA applying for a grant which is for an extracurricular activity subject to funds being ring-fenced

New groups:

Applications from new groups are welcome. We will need to know:

- Why you want to start the group and how it will be continued
- Have you any support from people wanting to join or run the group
- How you know there is a need

As a new group you may not be able to provide a set of accounts for last year, however we will need to see bank statements and an estimate of your income and expenditure for your first year.

Branches:

If you are a branch of a larger organisation, you must have:

- A constitution or set of rules of your own
- A separate management committee
- Your own bank account
- Your own annual account
- Your own annual accounts approved by the management committee
- Control over your own income and expenditure
- A specific brief for activities benefiting the community of Haverfordwest

Individuals:

Individuals wishing to apply to run projects that would benefit the community are eligible to apply if the following criteria/conditions are met:

- A bank account separate from the individual's personal account is set up with two independent signatories
- Evidence of the level of support from the intended beneficiaries of the project

Is there any limit to how much can be applied for?

The maximum figure payable for grants will be £5,000. An applicant applying for more than £2,000 will have to provide evidence in the form of a business plan and financial forecasts.

What will not be funded?

- Activities that are part of statutory obligations or replace statutory funding, including curricular activity in school
- Endowments
- Salaries of any description
- Loan repayments
- Rates, council tax and utilities
- Second-hand road vehicles
- Projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Haverfordwest Town Council grant runs out
- Religious/political groups unless unrestricted community benefit can be demonstrated

The Council will normally provide grant aid towards specific projects or purchasing of equipment. However, it will also consider revenue costs if it can be demonstrated that a lack of funds has an adverse effect on the town and/or its residents.

When a grant may have to be repaid:

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and may be prosecuted.

Data Protection Act 1988 Information

In signing the application form, you give permission for Haverfordwest Town Council to use the information that you provide:

- For establishing your entitlement to a grant
- To administer and analyse applications and grants

We aim to make our grant making and assessment process as open and as clear as possible. To achieve this aim we may:

- Hold open committee meetings, where we discuss individual applications in front of the public or media
- Allow your representatives to see information about the way in which we reach decisions on your application

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what it would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

Terms and conditions of receiving a grant:

Please read carefully...

This section is important as it is a condition of any application that you have read, understood and accepted it.

- All applications will go to the full Town Council for approval. All decisions made by the full council are final. Please note that the meeting of the Town Council are open to members of the press and the public, and that minutes of the meetings are available from the Town Council office, the Town Council website and the town library
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Council will not give retrospective grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the bank account detailed on the application form

- For grants of £500 or more, we will ask you to complete a short report to tell us what you achieved with the funds. We will also ask you for proof that the money was spent for the intended purposes
- If contractors are used for any work, the Council may require organisations to provide written estimates
- Recognition of the grant from Haverfordwest Town Council must be made in any publicity and in the group's accounts
- We will use the name of your group (not personal data) and its project in our own publicity material
- When a grant expires, Haverfordwest Town Council has no commitment to provide any further funding for the project
- Maximum grant payable will be £5,000. Any group awarded a grant of between £2,000 and £5,000 will be allocated a Council Member who will act as an observer and link with the Council

The information within these guidelines could change from time to time. Policy and regulations on distributing funds may also change. Haverfordwest Town Council reserves the right to amend any policy, procedure and assessment criteria.

The application form may not necessarily reflect all the information used by the Council in determining applications and the Council may seek additional information to check the application and organisation.

Anyone wishing to apply for a grant should request an application form from:

**The Town Clerk
Haverfordwest Town Council
Picton House
2 Picton Place
Haverfordwest
Pembrokeshire
SA61 2LU**

Tel: 01437 763771

Email: julietraymond@haverfordwest-town-council.co.uk

Website: www.haverfordwesttown.co.uk