



**POLISI DYFARNU GRANTIAU
GRANT AWARDING POLICY**

Introduction to Policy

A grant is any payment or gift made by Cardigan Town Council (“The Council”) to an organisation which is not directly controlled or administered by the Town Council, for a specific purpose that will benefit the town wards or residents of the town wards.

Purpose and eligibility

The Council may award grants, at its absolute discretion, to voluntary or charitable organisations which can demonstrate a clear need to financial support to achieve an objective which will benefit the town by:

- Providing a service
- Enhancing the quality of life
- Improving recreation or sports facilities
- Improving the environment
- Promoting Cardigan Town in a positive way
- Hosting special events or celebrations
- Covering expenses of a viable group experiencing a period of hardship

This list is not exclusive and may be added to at the council’s discretion.

The Council will not award grants to:

- An activity/organisation which is the responsibility of a Statutory Authority
- Private individuals
- Regional or national organisations unless their activities provide an identifiable benefit to local residents
- Political parties
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief

Application Procedure/Conditions

The grant application (using the attached form) should be sent to the Town Clerk for including in the Grants Sub-Committee Agenda. The Sub-Committee will consider applications twice a year and then make recommendations at the next meeting of full Council.

Only one application for a grant will be considered from any organisation in any one financial year.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year. This will be at the discretion of the Council.

Grant applicants must submit a completed application form which must be supported by a copy of their last accounts or supply copies of recent bank statements. The application form will normally be expected to have clear written aims and objectives, and a separate bank account controlled by more than one signatory.

Grant recipients must report (verbally or in writing) how the grant was used, if requested by the Council. The award must be used for the purpose the application was made. Unspent monies must be returned to the Council.

All payments will be properly recorded in the Council finances by the RFO, receipts of the amounts awarded will be signed by the relevant applicants and returned to the RFO.

The Council will ask for recognition from successful groups in the form of the promotion of the Council in the organisation's newsletter/social media accounts or any press release. The Council will also recognise successful groups in its own reports to residents.

Emergency grant requests, received in writing can be considered at the next meeting of the Council if considered necessary by its members.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

Grant Budget

At the Council's specific annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year.

To ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

These are the general powers that allow the Council to act and spend money in the form of grants:

Section 137—*This power is to be used for the benefit of some or all of the inhabitants and cannot be used when there is another specific power available. Using s137 to authorise payment when another power could have been used is a common issue. When making payment always revise the list of powers that are available to community and town councils especially if the payment is out of the ordinary.*

Section 19 (Local Government [Miscellaneous Provision] Act 1976)—*can be used to provide recreational facilities, eg buildings for clubs or societies having athletic, social or recreational objects, donations to sports clubs, play area.*

Section 142 (Local Government Act 1972)—*can be used to provide information and advice, eg Citizens' Advice Bureau, family centres, parish newsletters, websites.*

Section 144 (Local Government Act 1972)—*can be used to encourage visitors and provide conference and other facilities, eg village signs, Christmas trees and lights, conference facilities, twinning costs, Britain in Bloom.*

Section 145 (Local Government Act 1972)—*can be used for the provision of entertainment, eg festivals, carnivals, shows, parties, fireworks, bands.*

The Power of Well-Being – (Local Government (Wales) Measure 2011 (Local Government Act 2000))—can be used to promote or improve the economic, social or environmental well-being of their area and/or persons in it, provided that they are not restricted from doing so by other legislation.

DATE THE POLICY ADOPTED AND REVIEWED	
MINUTE NUMBER	
NAME OF CHAIRPERSON	
SIGNATURE OF CHAIRPERSON	