

GUIDANCE NOTES ON HOW TO APPLY FOR A COMMUNITY DEVELOPMENT GRANT FROM THE COUNCIL

1. GENERAL

Thank you for considering whether to apply for a Community Development Grant from the Council. To help you assess your chances of success and to guide you through the process you are advised to read these guidance notes carefully.

2. WHAT IS THE COMMUNITY DEVELOPMENT FUND?

The Council is committed to encouraging community development by working closely with the community by offering financial support for community based projects. The fund has been created to support community groups and organisations based in the Council's administrative area. The Council's area is made up of the following villages and communities:

Bynea, Cwmbach, Cynheidre, Dafen, Felinfoel, Five Roads, Furnace, Llwynhendy, Ponthenri, Pontyates, Pwll, Sandy and Swiss Valley.

3. ARE YOU ELIGIBLE TO APPLY FOR A GRANT?

The Council welcomes applications from community groups and associations, voluntary organisations and other agencies that operate or exist within the Council's administrative area. Provided that you are committed to the community and your project is targeted at one of the villages or communities referred to in 2. above you should be eligible to apply for a grant. Applications are welcome from:

Residents associations; village groups/committees; forum groups; amateur sporting clubs and associations; charitable organisations providing a direct service within the Council's area and other special interest groups.

The Council will **NOT** accept applications from:

Private business ventures; other local authorities; Council run community hall management committees; individuals seeking support for their own self interest or religious and political bodies.

4. WHAT PROJECTS WILL THE COUNCIL SUPPORT?

We must ensure that your project makes a difference to the quality of life of people living within the Council's area. Therefore your project must deliver public benefit and promote one or more of the following principles:

Civic pride; community identity/self reliance; maximising and encouraging the use of community facilities; health and well being; environmental enhancement and recreation and leisure.

5. HOW MUCH CAN YOU APPLY FOR?

The maximum grant award is £5,000. You can apply for any amount upto the maximum grant award.

6. HAVE YOU THOUGHT ABOUT MATCH FUNDING?

You may use the grant to match other funder's contributions including contributions from the European Union structural funds.

7. PROFESSIONAL FUNDRAISERS

The Council will not enter into negotiations with nor discuss applications with, professional fundraisers acting on an applicant's behalf. The fees of professional fundraisers will not be accepted as eligible costs for the purpose of grant support from the Council.

8. FINANCIAL HEALTH AND RESERVES

The Council will not make grants to organisations which it believes are not in good financial health or whose financial management systems are not in good order.

The Council will not give a grant to voluntary and community organisations which hold balances which are greater than 12 months operating costs for the applicant organisation.

9. WHAT THE COUNCIL WILL NOT FUND

The Council will not fund:

- projects which do not meet the Council's aims and objectives for promoting community development;
- retrospective costs;
- projects which promote religious or political beliefs;
- projects which are properly the subject of statutory funding.

The Council will not award a grant which:

- directly replaces statutory funding;
- might lead to a statutory body withdrawing funding in the future;
- subsidise the costs of a service which is provided or paid for by a statutory body.

10. ADDITIONAL REQUIREMENTS

The Council must ensure that grant money is properly targeted to legitimate organisations. Therefore you will be required to provide the following at the time of application:

- a constitution or a set of rules which demonstrates that your organisation/group is legally constituted and is eligible to receive a grant to pursue the planned or existing project or initiative;
- provide details of all bank or building society accounts in the name of your organisation/group including the signatures of at least two appropriate people required to sign for each cheque/payment;
- annual accounts/audited statements, or for new organisations/groups a detailed balance sheet showing full operational costs;
- a brief description of the project indicating how it will make a positive contribution to the community, demonstrating that it has been sensibly costed and planned;
- undertake when offered a grant, to comply with the Council's terms and conditions, monitoring, evaluation and reporting requirements.