

## **Llanbadrig Community Council - Financial Support Statement (October 2017)**

The Local Government Act 1972 section 137 makes provision for Llanbadrig Community Council to provide financial support, up to a fixed amount, for the benefit of people and projects local to Llanbadrig.

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose membership and field of activity is based within the council boundary.

The Council is prevented by statute from giving financial assistance to individuals.

### **When considering your application we will look at:**

- How well the financial support will meet the needs of the community
- How effectively your group will use the financial support
- Whether the costs are appropriate and realistic
- 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 and all staff are to have valid police checks. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities.

Please do not hesitate to contact the Clerk if you would like to talk through the application form before completing it.

### **When to apply?**

The Finance Committee will consider requests for financial support at the June, October and February meetings. All applications must have been submitted to the clerk at least one month prior. The Finance Committee meet on the third Monday of the month.

### **Who can apply?**

You can apply if...

- You are a not for profit group operating for the benefit of the community in Llanbadrig.
- You must use the financial support 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 funding to be returned.
- Your group is set up for charitable purposes, however you don't have to be registered as a charity to apply for funding.
- Your aims and objectives are clear and well defined and are real benefit to the community of Llanbadrig;
- 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 joint signatories
- You have annual accounts or a 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 have a working child protection and/or vulnerable adults protection policy if you are working in this area

### **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 the previous 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 accounts approved by the management committee;
- control over your own income and how it is spent
- a specific brief for activities benefiting some or all of the community of Llanbadrig.

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

The maximum figure normally payable for specific projects will be £300.

**We will not be fund:**

- activities that are part of statutory obligations or replace statutory funding, including curricular activity in schools;
- endowments;
- Salaries of any description
- loan repayments;
- rates, council tax and utilities;
- insurance costs;
- 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 Llanbadrig Community Council funding runs out
- religious / political groups

**When funding 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 funding will have to be repaid.

Anyone found to be acting dishonestly in making the application or spending the funding will be reported to the police and the Council will press for prosecution.

**Data Protection**

In signing the application form, you give permission for Llanbadrig Community Council to use the information that you provide for establishing your entitlement to funding.

We aim to make our funding support assessment process as open and 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; and
- 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 financial support**

Please read carefully...

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

- All applications will go to the Finance Committee who will make recommendations to the full council for approval. All decisions made by the full council are final.
- 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. We will not give 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.
- 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.
- Recognition of the grant from Llanbadrig Community 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, Llanbadrig Community Council has no commitment to provide any further funding for the project.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

The application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.