



LLANNON COMMUNITY
COUNCIL
REQUESTS FOR FINANCIAL
ASSISTANCE
POLICY & PROCEDURE

Adopted: 30th May 2023

Review Date: May 2024

Requests for Financial Assistance Policy & Procedure

Introduction

Llannon Community Council will consider applications for financial assistance from community, voluntary and charitable organisations. To qualify for an award the applicant must be able to demonstrate that any funding from Llannon Community Council will benefit Llannon ward or the residents of Llannon ward.

Llannon Community Council encourages organisations to form partnerships with other groups and funding sources to make the best use of available resources and maximise the benefits to the local community.

Llannon Community Council will consider financial assistance requests up to £500.00.

Applications will be dealt with by the Finance Committee and applications must be submitted using Llannon Community Council's Financial Assistance Application Form and be supported by any relevant documentation.

Organisations that meet the criteria should not assume that financial assistance will automatically be approved.

Financial assistance applications will be reviewed on a quarterly basis at meetings of the Finance Committee.

Applications

Applications must demonstrate that funding will benefit Llannon ward and community of Llannon ward and that they meet the conditions and eligibility criteria set out below.

The funding may be used for:

- a. One off events and activities
- b. As a contribution to the ongoing running costs of organisations that bring significant benefit to Llannon ward and its community.

Who Can Apply for Funding? Funding is available to:

- Not for profit organisations
- Incorporated and legally constituted bodies
- Assist community organisations.
- Agencies that operate within Llannon and are of benefit to the local community, with the following provisos:
 - Llannon Community Council will not fund activities that it considers to be the responsibility of a Statutory Authority.

- Applications from schools for normal school activities that take place within the school day will not be considered.
- Funding cannot be made to individuals, private or for-profit organisations. Funding can only be provided to support initiatives that are for charitable or benevolent purpose.

Llannon Community Council will not fund activities outside its powers & functions.

What does 'not for profit' mean?

A not-for-profit organisation is one that:

- Uses all monetary surpluses solely for the purpose of its objectives and not to financially benefit its members in any way.
- Has a wind-up clause in its constitution or memorandum of articles of association that provides for assets to be distributed to a 'like' organisation and not to its own members.

What does 'charitable' and 'benevolent' mean?

Charitable and benevolent purposes are those that seek to do good towards others in the community. This may include relieving poverty or sickness, addressing the needs of the young or the aged, personal improvement or otherwise benefiting the community.

Priority Applications

While all applications will be considered on their merits, priority will normally be given to supporting activities that:

- i. Benefit children and young people
- ii. Benefit the elderly.
- iii. Benefit the disabled.
- iv. Benefit those otherwise disadvantaged.
- v. Promote social inclusiveness.
- vi. Promote awareness of the ward.
- vii. Provide facilities or infrastructure to the benefit of Llannon ward as a whole.

Activities funded might, for example, include the purchase of equipment, training and educational activities, transport provision, promotion of cultural events, recreational and social events, and the provision of facilities. Exceptionally, applications will be considered for the use of Llannon Community Council facilities, such as Tumble Hall, at a reduced or no cost. These will be required to meet the same purposes, conditions and criteria as for all other grants.

How long will the application take?

Please be aware that your application may take some months to process. Please contact the Clerk for further information when submitting your application.

Financial Assistance Recipient Information

If your application is approved, you will receive a financial assistance approval letter advising:

- What has been approved?
- Any special conditions attached to the payment.

Where applicable you may also be encouraged to acknowledge the project and Llannon Community Council's support i.e. programmes, advertising. Where you are uncertain about a condition that has been attached to the grant you are encouraged to contact the Clerk to seek clarification. You will also receive a letter if your application is not approved.

Financial Assistance Payment

Payment of a successful application can only be made by bacs. Please note this may take a couple of weeks following the review by the Finance Committee. Every effort will be made to ensure it is dealt with as quickly as possible.

Conditions:

- Financial assistance will not be awarded to individuals.
- Additional applications from the same organisation within a 12-month period will not be considered.
- A Project Completion Report (PCR) must be submitted to the clerk within 3 months of receiving the award.
- If the recipient is unable to use the award for the stated purpose, all monies must be returned to Llannon Community Council.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If Llannon Community Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
- The applicant's most recent set of audited accounts must accompany the application.
- Donations to registered charities in response to a general fundraising appeal will not be considered.
- Awards to groups operating outside Llannon Community Council's boundary will not be considered.