

Cyngor Tref Cwmaman Town Council

Grant Aid Guidance for Applicants

This guidance explains how to apply for a grant from Cwmaman Town Council. It sets out, in plain terms, what is in the Council's Grant Awarding Policy and how the application process works. If anything is unclear, contact the Clerk before you apply.

1. What is a grant?

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Community, or residents of the Community, and which is not directly controlled or administered by the Council.

The Council awards grants, at its discretion, to Community organisations which can demonstrate a clear need for financial support to benefit the Community by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Community of Cwmaman in a positive way

2. Who can apply

Applications may be made by non-profit or charitable organisations. Applications will not be considered from private organisations operated as a business to make a profit or surplus, and grants will not be made to individuals.

Applications will not normally be considered from national organisations, or local groups with access to funds from a national 'umbrella' or 'parent' organisation, unless funds are not available from that national body, or the funds available are inadequate for the specified project.

Your organisation should hold a bank account in its own name, requiring two authorised representatives to sign each cheque.

3. Conditions that apply to every grant

- Grants will not be made retrospectively — the Council cannot fund activity or costs that have already happened.
- Only one application per organisation will be considered in any one financial year.
- The Council will not make ongoing commitments to award grants or subsidies in future years — a fresh application is required each year, even if you have been funded before.
- Each application is assessed on its own merits.
- The Council may attach additional conditions or requirements to any award, and reserves the right to refuse any application it considers inappropriate or against its objectives.
- The Council may also make a grant or subsidy award outside this process where it considers this appropriate in response to an unforeseen, urgent event.

4. What you need to provide

In addition to a fully completed application form, you must provide:

- A copy of your written constitution, or details of your aims and purpose.
- Full details of the project or activity.
- Evidence demonstrating that the grant will be of benefit to the local community.
- The proportion or number of beneficiaries who live within the Cwmaman electoral area.

- A clear demonstration of need for the funding.
- A copy of your previous year's accounts or, for new initiatives, a detailed budget and business plan.

Applications should be fully answered on all questions, with any additional supporting information included. Incomplete applications cannot be considered.

5. Timing and budget

The Council invites grant applications twice a year. The total grants budget is £5,000 per financial year, split into two rounds of £2,500 each.

Each round's £2,500 is a shared pot, divided between all successful applicants in that round — it is not available to a single applicant. The amount you are awarded will depend on how many applications are received and approved in that round, so please apply for a realistic amount rather than assuming the full round amount will be available to you.

Contact the Clerk before applying to check the current round's deadline and how much funding remains available.

6. How to apply

1. Read this guidance and the Council's Grant Awarding Policy in full.
2. Complete the online Application for Grant Aid form, available on the Council's website, or request a paper copy from the Clerk's office.
3. Attach all supporting documents listed in Section 4.

Applications are received by the Clerk in the first instance, who will collate the necessary information ready for presentation and discussion at the appropriate Council meeting.

Applications should be returned to: The Clerk, Cwmaman Town Council, Cwmaman Community Centre, Glanaman SA18 1DX, emailed to clerk@cwmamantc.org, or submitted using the online form.

7. How decisions are made

The Council will make the decision on which grants to award, considering each application on its own merits against the criteria above. All applicants will be contacted following the Council's decision.

8. After a decision

The administration of, and accounting for, any grant is the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council on request.

Any grant must only be used for the purpose for which it was awarded, unless the Council's written approval has been obtained for a change in use. Any portion of the grant that remains unspent at the end of the financial year in which it was awarded must be returned to the Council and will be absorbed into the Council's unrestricted general reserves.

9. The Council's wider powers

Nothing in this guidance, or in the Grant Awarding Policy, prevents the Council from exercising its existing duty or power to provide financial assistance or grants to local or national organisations under section 137 of the Local Government Act 1972.

10. Data protection

Information you provide will be used and shared strictly as set out in the Data Protection Statement on the application form itself. By submitting an application, you confirm that you have read and accept that statement.

11. Questions

If you are unsure whether your project is eligible, how much to apply for, or what supporting documents you need, contact the Clerk's office before submitting — we're happy to talk it through.

Town Clerk, Cwmaman Town Council

Cwmaman Community Centre, Glanamman SA18 1DX

clerk@cwmamantc.org