

# **Llandrindod Wells Town Council**

## **Annual Grant Aid Procedure**

### **Introduction**

The Town Council has an amount of money set aside in its budget each year to enable it to give grants to local organisations.

### **When do the Council set its budget?**

To enable the Town Council to plan its annual budget for each forthcoming financial year, budget considerations and work is carried out in November annually.

### **How do you apply for a Grant?**

Anyone wishing to apply for this specific grant funding **over £250** must complete the Grant Application form which is published on the Town Council website – [www.llandrindod.co.uk](http://www.llandrindod.co.uk) all the details requested therein. This should be provided to the Town Clerk by the **noon on 31st October** in any year. These applications will then be considered by the Full Council at its Finance Meeting in November/December for allocation from 1<sup>st</sup> April. You will be notified of the outcome of your application before 1<sup>st</sup> March.

### **Who can apply for a Grant?**

Any organisation may apply for a grant, however any grant application must relate to activities carried out by a local organisation for the benefit of people **living within the electoral boundary of Llandrindod Wells**. Under legislation the Town Council is not permitted to award grant funding to an individual.

### **What happens if a grant is awarded?**

All grant recipients will be required to provide receipt evidence of expenditure from the grant awarded.

Jane Johnston PSLCC, CiLCA (Wales)  
Town Clerk  
Llandrindod Wells Town Council  
Old Town Hall, Temple Street  
Llandrindod Wells, Powys, LD1 5DL

Telephone: 01597 823116  
Email: [llandrindodcouncil@btconnect.com](mailto:llandrindodcouncil@btconnect.com)

## Llandrindod Wells Town Council: Annual Grant Application Form

**Note:** Please ensure that you use this form and answer every question. If you fail to do so, Llandrindod Wells Town Council reserves the right not to consider your application. You may supply further information in support of your application but, in most circumstances, Llandrindod Wells Town Council will use the information on this form (plus required attachments) – so it is in your own interest to include all relevant details on this form. This is for grants applications **over £250.**

Name of Organisation:
Contact Name:  Position:  Address:    Daytime Tel No:  E-mail:
How much funding would you like from Llandrindod Wells Town Council?
For what specific purposes do you want this funding? Please specify a breakdown.
Confirm you will acknowledge the funding provided by Llandrindod Wells Town Council on your website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.  Name ..... Position .....

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What grant funding have you received from Llandrindod Wells Town Council in the past three years  
(specify amounts, dates and purpose of grant)

£..... in 2018.... For .....

£..... In 2017.... For .....

£..... in 2016.... For .....

What is your charity number (insert N/A if not applicable)?

What are the general aims and objectives of your organisation?

How would these funds make a difference to your organisation and its users? You will be required to provide evidence of financial match funding for any grant awarded.

Who will benefit from any grant awarded?

How many residents within the **electoral boundary** of Llandrindod Wells Town will this grant benefit?

**Llandrindod Wells Town Council:  
Annual Grant Application Form**

Your organisation's total income in your last accounting year	£
Your organisation's total expenditure in your last accounting year	£
Please calculate total income minus total expenditure	£
Total balances / reserves / bank balance of your organisation at the end of your last accounting year?	£
Please support these figures with accounts and appropriate financial records, e.g. <b>Profit &amp; Loss Account</b> . List documents included:	
Where are your offices based / where are meetings held?	
Please detail below anything else you wish to tell us in support of your application. Continue on a separate sheet if necessary. (up to 500 words)	
Please indicate who the cheque should be payable to, if successful.	

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# Llandrindod Wells Town Council: Annual Grant Application Form

## Declaration

I declare that the details I have provided are true and correct to the best of my knowledge.

Our organisation agrees to be bound by the terms and conditions outlined in this application form and any other conditions which Llandrindod Wells Town Council imposes at the time of awarding the grant.

Signed:

Position held:

Date:

## Checklist:

All questions have been answered	
Declaration signed	
Copy of latest audited / approved accounts	

The application will be considered at the Llandrindod Wells Town Council Annual Budget Meeting held in November or at the next Full Council meeting. The decision of the Council is final and there is no appeals process. No correspondence will be entered into from applicants that are unsuccessful.

This form must be fully completed and returned with all the necessary documentation **by noon on 31<sup>st</sup> October annually.**

Please return to: Town Clerk, Llandrindod Wells Town Council, Old Town Hall, Temple Street, Llandrindod Wells, LD1 5DL or via email – [llandrindodcouncil@btconnect.com](mailto:llandrindodcouncil@btconnect.com)

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## **Llandrindod Wells Town Council: Annual Grant Application Form**

### **Terms and Conditions**

Llandrindod Wells Town Council reserves the right to grant the amount requested, grant any amount up to that requested or to refuse any grant application. The Council may also award a grant subject to meeting additional criteria or the satisfactory answers to supplementary questions.

Failure to answer any of the questions on this form or to supply the information required may result in automatic disqualification from any grants

By signing this form, you are certifying that all answers are true and correct to the best of your knowledge. If any of your responses are found to be untrue the Council reserves the right to take action to reclaim any grant awarded.

All grant funds awarded must only be used for the specific purposes stated in the 12 months following the award. Grant funds awarded must NOT be used for any other purpose. If your organisation finds it is unable to use the funds for the purpose stated, the Council reserves the right to reclaim the grant from you.

All grant recipients will be required to provide receipt evidence of expenditure from the grant awarded.

**NB** You must provide evidence of financial match funding prior to the release of any grant awarded.

However, if your organisation finds that it is having genuine difficulties using the funds for the specific purposes stated, please get in touch with the Council. Where appropriate, we will try to agree alternative uses of the funds with you. Only after such a written agreement from the Council is obtained may you use the funds for the alternative uses. It is in your own interest to discuss this with the Council at the earliest opportunity – otherwise the Council reserves the right to reclaim the money back from you.

Your organisation is responsible for acknowledging the contribution made by the Council as stated in your responses, and for meeting the cost of such acknowledgement.

If your organisation fails to comply with these terms and conditions, the Council reserves the right to take action to reclaim the amount awarded and to refuse funding in future years.

We will not provide funding retrospectively.

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**Llandrindod Wells Town Council:  
Annual Grant Application Form**

**Privacy Notice for Grant Applicants**

Llandrindod Wells Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Llandrindod Wells Town Council, Old Town Hall, Temple Street, Llandrindod Wells, Powys, LD1 5DL

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at [www.llandrindod.co.uk](http://www.llandrindod.co.uk)

You can contact the Town Council at Old Town Hall, Temple Street, Llandrindod Wells, Powys, LD1 5DL.

If you agree to Llandrindod Wells Town Council using and retaining your personal information contained on the grant from above to consider your grant application please tick the boxes below:

Name:   
Address:   
Email:   
Phone:

**DATE:**

**NAME:**

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