

Llandrindod Wells Town Council

Small 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 can you apply for a Grant.

The Town Council considers Small Grant Applications at its monthly Full Council Meetings held on the 3rd Tuesday of each month, except August.

How do you apply for a Grant?

Anyone wishing to apply for this specific grant funding of up to £250 must complete the Small Grant Application form which is published on the Town Council website – www.llandrindod.co.uk. Completed forms should be provided to the Town Clerk by the **noon on 2nd Monday of any month**. These applications will then be considered by the Full Council at the meeting. Applicants will be notified of the outcome of specific applications within 14 days of the meeting.

Who can apply for a Grant?

Any organisation may apply for a small 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 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

LLANDRINDOD WELLS TOWN COUNCIL

Small Grant Application Form

Llandrindod Wells Town Council has the power to donate small grants to local good causes which deliver direct benefit to the inhabitants of Llandrindod Wells. The grants are payable to organisations only, and not directly to individuals.

Small grant applications are considered at monthly Full Council meetings. Completed applications must be with the Town Clerk by noon on the 2nd Monday of the relevant month.

Please note that the grant amounts envisaged are up to **£250** per organisation, although the council may consider grants for larger amounts where special circumstances are deemed to apply. All grant recipients will be required to provide evidence of expenditure from the grant awarded.

Please answer the questions as fully as possible and ensure that your application form is returned to the Town Clerk, Old Town Hall, Temple Street, Llandrindod Wells, Powys, LD1 5DL or via email – **llandrindodcouncil@btconnect.com**

Name of Organisation:

Contact Name:

Contact Address:

Post Code:

Email Address:

Please tell us about your organisation: (What your organisation does, and how it does it.)

Is your organisation a registered charity: YES / NO

If YES, please supply your Charity No:

Please tell us about the purpose of your grant: (Please note: Grant requests should be tied to a specific activity or purpose, not a contribution to the general running costs of your organisation)

Total Cost of activity for which a grant is being sought:

£

Amount sought from Llandrindod Wells Town Council:

£

What other means of fundraising is your organisation doing to fund your activity or project? (Additional fundraising is not essential, but the Town Council would like to see evidence of a commitment to raising the desired funds by other means, where appropriate)

Signed:

On Behalf of:

Date:

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 1st April to 31st 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

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: