



(Please complete the form in Block Capitals)

APPLICANT.....
(Name of Organisation)

Registered Charity Yes / No Registration No.....

Contact Details

Name.....

Address

.....

.....

Post Code..... Tel No.....

Position in the organisation (i.e. Chairman, Treasurer, Secretary)

.....

ALL REQUESTS FOR FINANCIAL ASSISTANCE ARE CONSIDERED AT THE MEETING OF THE COUNCIL IN MARCH OR IF A REQUEST CANNOT BE DEFERRED UNTIL THE MARCH MEETING IT WILL BE CONSIDERED AT THE NEXT ORDINARY MEETING OF THE COUNCIL AFTER RECEIPT OF THIS COMPLETED FORM.

Please read the notes contained with the Community Council's Information Package before completing your application. If you are uncertain about any of the questions on the form, please contact the Clerk of the Council, Coity Higher Community Council, PO Box 357, Brackla, Bridgend CF31 9NT Tel: 07944673642 or email: clerkcoityhighercc@hotmail.co.uk

Applicants are advised that this form and the information contained in it will be included as part of the Community Council's public records.

Aims of the Organisation

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Purpose of Donation

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How will you be funding the running costs of your Project/Organisation in future years?

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How many people from Coity, Litchard or Pendre will benefit if you are awarded this Financial Assistance?

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Has your organisation previously applied for a Community Council Donation?

Yes / No

If 'Yes', please give details

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Has a Donation Request or Grant Application been made to any other Body or Organisation for the above purpose? Yes / No If 'Yes', please give details

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Are you or any of your members related or connected in any way to any member/officer of the Council? Yes/No If Yes, Please give details

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FUNDRAISING

What additional fundraising events or activities will you be holding this year?

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FINANCIAL

Please enclose your latest audited accounts and/or Business Plan if a new Organisation and other information as follows:

- 1. Income and Expenditure Account / Business Plan
- 2. Balance Sheet
- 3. Club/Organisation's Constitution or Rules
- 4. Is your Organisation registered for VAT? Yes / No
- 5. Are you a profit-making Organisation? Yes / No

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.

I confirm that I have read the Community Council Information Package and agree to comply with its content.

Signature of Applicant..... Date

Please return your completed application to:-

**The Clerk of the Council
Coity Higher Community Council
PO Box 357
Brackla
Bridgend
CF31 9NT**

Please note that if any part of the application is not completed or any of the financial or other information not enclosed your application may not be considered

APPLICATION FOR FINANCIAL ASSISTANCE CRITERIA

OBJECTIVE

The objective of Coity Higher Community Council's Financial Assistance Programme is to support and encourage a diverse range of community activities, initiatives and events that meet the needs of Coity, Litchard or Pendre residents. The Community Council particularly should look at supporting activities that build the capacity of community groups to support themselves.

Decisions on support are considered by the Full Council.

The Council will:-

1. Consider assisting in a one-off way (e.g. in supporting, say, an senior citizens' luncheon club)
2. Consider being a secondary source where another prime agency with special expertise exists (an example would be an application from a Youth Club for a project which has gained the support of the Borough Youth Service),
3. Expect applicants to also apply to other Community Councils if the proposal benefits residents of those Communities as well as Community residents.
4. Consider applications more favourably if the organisation receives matched funding from other agencies or from their own fund-raising. (A decision can be made in principle, subject to the receipt of match funding)
5. Consider applications more favourably if they are able to demonstrate self-help schemes in order to attempt to solve their own financial problems and/or meet their financial costs.

The Council will not:

1. Donate for revenue costs, (i.e. running costs, wages etc.)
2. Enter into open-ended agreements
3. Become a source of income for bodies which otherwise would be provided for by statutory agencies.
4. Give financial aid to any commercial or national organisation, statutory body or group from outside the Community unless it can be shown that the local population will be able to derive some benefit from the services provided.
5. Consider funding any organisation whose annual carry-forward figure is in excess of 25% of the Coity Higher Community Council annual precept.

The Applicant should:

1. Explain how the funds will be used
2. Be an organisation, rather than an individual. This can be as simple as an ad hoc committee of at least 3 members
3. Not seek to benefit any of its members financially nor be involved only in self-promotion.
4. Give as much relevant financial detail as possible, both about the application and the organisations annual income and expenditure.
5. Indicate the full scope of the projects and details of the group(s) who will benefit from the grant.
6. Benefit the people of Coity, Litchard or Pendre Community rather than non- residents or just the members of an organisation.

Other Conditions:

1. Where applicable full credit must be given to Coity Higher Community Council in programmes, advertising, etc. Under normal circumstances applications for events should be made a minimum of 2 months before the event.
2. A report back confirming the use of the donation and the success (or otherwise) of any project supported, must be given within 2 months of any event or financial year end.
3. In order to safeguard the best interests of its community, the Community Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.
4. **Financial Assistance for Events:**
 - applicants must include a breakdown of anticipated income and expenditure, including grants and donations,
 - accounts for the event must be submitted
 - event organisers should consider whether Public Liability Insurance is required.

ALL DECISIONS MADE REGARDING THE PROVISION OF FINANCIAL ASSISTANCE WITH BE MADE IN ACCORDANCE WITH THE PROVISIONS CONTAINED WITHIN RELEVANT LOCAL GOVERNMENT LEGISLATION AND THE COMMUNITY COUNCIL'S FINANCIAL PROCEDURES.

Financial Assistance to Community Organisations

Information Package

About the Donation

The Community Council is able to support a wide variety of not for profit community based proposals that enhance the lives of Coity, Litchard or Pendre residents. Each year we provide funding to various organisations

Developing an application

The Community Council aims to meet requests for financial assistance wherever possible. We also encourage 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.

Donations are not available for capital works or salary purposes.

Who is eligible?

Funding is available to:

- not for profit organisations
- incorporated and legally constituted bodies
- Funding cannot be made to individuals, private or for profit organisations or government bodies. Funding can only be provided to support initiatives that are for a charitable or benevolent purpose. We encourage you to contact the Community Council to discuss your proposal to see if it may be eligible for funding.
- Assist community organisations

What does not for profit mean?

A not for profit organisation is one that:

- uses all monetary surplus 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, advancing education or otherwise benefiting the community.

When can I apply?

Applications are accepted throughout the financial year and are considered by the Administration Committee on a quarterly basis.

How are donations assessed?

Members of the Community Council's Administration Committee will co-ordinate assessment of your application based on various selection criteria. The Community Council must endorse the recommendations made by the Administration Committee

How long is the process?

The process takes approximately 3 months from the call for submissions to the recommendation and endorsement made by Council.

Applying

We require an application form for all our funding programs. Applications must be made on the appropriate form with all questions answered in full.

Additional information

We ask that all applications for financial assistance are supported by additional information where available, to include previous financial statements and project budgets.

Make sure you include all the required supporting documents requested in the application form and that the appropriate person signs the agreement on the application form, otherwise the progress of your application may be delayed.

Financial Assistance Recipient Information

This section provides you with information about what happens and what is required if your application is approved. If your application is approved you will receive a financial assistance approval letter advising:

- what has been approved (with cheque payment attached)
- any special conditions attached to the payment

Where applicable you may also be encouraged to acknowledge the project and the Community's support i.e. programmes, advertising.

You will also receive a letter if your application is not approved.

Financial Assistance Payment

Successful applicants will be sent a donation approval letter containing cheque payment for the allocated amount.