



Peterston super Ely Community Council  
Cyngor Cymuned a Llanbedr-y-Fro

## Community Grants Fund Criteria and Procedure

Peterston super Ely Community Council has a small grants fund which offers grants to community groups. The amount of money available is set annually in the budget of the Council. The Council has limited funds and therefore grants will be targeted to groups and activities that benefit the greatest number of people within the PSE Community.

### Eligibility

- Applications must be submitted from recognised “not for profit” community groups.
- Applications will not be considered from individuals.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.
- A guideline maximum of £2,000 is in place for any individual application.

### Procedure

- After the January meeting each year the Community Council will publicise the Council’s intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk.
- All applications must be addressed to the Clerk at the official council address or email address. Applications sent directly to members of the Council will not be considered.
- Consideration will be given to grants at any point during the year. However, funding may well be reduced later in the financial year as grants are allocated. Grant applications need to be received by the Clerk by the 1<sup>st</sup> of each month to be considered by Community Council within that month. Any applications received after the 1<sup>st</sup> will be considered the following month.
- The Council will notify decisions on funding applications in writing by the end of the month they have been considered within.

### Submitting Applications

- Applications **must** be submitted on the Council’s application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.

- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

#### **After Receipt of Grant**

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- Evidence of the benefit to the community from the grant must be submitted to the Council on the Council's Monitoring Form within 12 months of expenditure being completed.
- The Community Council would like to be acknowledged in any publicity material.



Peterston super Ely Community Council

## APPLICATION FOR COMMUNITY GRANT AID

If you experience difficulty in completing this form, please contact the Clerk to the Council

Completed forms should be returned to Val Harvey, Clerk to the Council:

c/o The Granary, Pendoylan Road, Groesfaen, CF72 8NF

Mobile: 07380137056

Email: [council@peterstonsuperely.org](mailto:council@peterstonsuperely.org)

Name of Organisation	
Lead Name	
Position	
Address (Organisation)	
Telephone / Email	
Correspondence Address (If different to the above)	

**Aims of your organisation?** Tell us what your group does.

If a national / regional organisation, please state involvement within Peterston super Ely.

<b>Type of organisation?</b> (Tick as applicable)	Charity ( <i>please provide charity number</i> ) Voluntary Community Group Youth Group Other ( <i>please specify</i> )
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**\*\* Please enclose a copy of your organisation's constitution, or rules, or terms of reference, with this application.**

**What project do you want us to fund?**

**Need for the project?**

**Aims of the project**

**Activities**

**Beneficiaries and Outcomes** – who benefits and how?

**Timescale**

Remember to complete the Monitoring Form when your project is completed.

**Who will carry out the project?**

If you have any additional information to support your application, please state here

## Project Budget

Expenditure items	£
<b>Total</b>	
<b>Income and Grants</b>	
Funding requested from PSE Community Council	
<b>Total</b>	

Have you applied for Financial Assistance from any other source for this project?	Yes	No
If the answer is YES, please give details		

<b>Bank Details:</b> Account name:  Account number:  Sort code:
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**\*\* Please enclose with this application a copy of your annual accounts for the last financial year.**

I declare that the information given is correct and agree to adhere to the conditions laid out in the Council's Grants Policy

Name:	
Position in organisation:	
Signature:	
Date:	

**All applications will be acknowledge as received. If you do not receive acknowledgement please contact the Clerk, as above.**

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