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 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 equipment that would benefit the community e.g. for a community event
- 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 1st of each month to be considered by Community Council within that month. Any applications received after the 1st 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.