

# Bedwas, Trethomas & Machen (BTM) Community Council



## POLICY ON FINANCIAL ASSISTANCE/GRANTS

Review Date: Annually

### Version Control

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### **1. The Bedwas, Trethomas & Machen (BTM) Community Council Grant Scheme**

is made available through Section 137 of the Local Government Act 1972. Section 137 states that any financial assistance awarded must bring direct benefit to a local authority's area or any part of it or some of its inhabitants.

Subject to funding being available, BTM Community Council is committed to aiding local community groups which are set up to promote community life for BTM residents. BTM Community Council's financial support is provided by way of grants which are decided against criteria set and which can be amended from time to time by the Community Council.

BTM Community Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary groups and the community whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

The area included within the BTM Community Council can be viewed in Appendix 1

### **2. In general, the following principles apply:**

- Assistance will be given based on need, merit, and contribution to the local community
- Applicants must clearly demonstrate how the assistance given will benefit the people living in the BTM community
- Grants can be made to existing or newly formed organisations
- Organisations must be properly constituted and non-profit making
- Only one application can be made for an organisation in a financial year
- Wales and UK wide charities must be able to demonstrate that beneficiaries are within the BTM Community Council area
- Organisations should not make a presumption that funding will continue on a year-to-year basis

### **3. Aims of BTM Community Council's grant making policy**

BTM Community Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities
- To help the Community Council's voluntary groups to improve their effectiveness
- To assist the provision of services needed by the residents within the Community Council's area
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all BTM residents to the services it provides and funds
- To improve or enhance the local environment
- To achieve value for money

#### **4. BTM Community Council will NOT fund the following:**

- Organisations that do not provide a service to the community in BTM
- Any organisation that is not fully inclusive
- Projects where the work has already been completed will not be considered
- Repayment of loans or cost of services, equipment or provisions in anticipation of a grant
- Room / venue hire costs
- Hire of vehicles for transporting of equipment
- Staffing costs
- Equipment or other costs that have already been purchased or incurred prior to the application being considered
- Projects that may take place before an application can be decided
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups where funding is to be used to promote religious beliefs
- Arts and sports projects with no community or charitable element
- Organisations with a bank balance of more than £15,000 will not usually be considered for a grant/financial assistance

#### **5. How to apply**

The correct application form relevant to financial year must be completed in full and signed to state the approval of the organisation. Application forms are available from the website [www.btmcc.co.uk](http://www.btmcc.co.uk) or the Clerk to the Council, contact: 02920885734 or [clerk@btmcc.co.uk](mailto:clerk@btmcc.co.uk)

Assistance can be provided to any group having difficulties completing the application form.

The application must be submitted to the Clerk and accompanied with relevant documentation, such as bank statements, accounts and quotes for items to be purchased from the grant

Grant applications will only be considered if all sections of the form are completed and appropriate supporting information/evidence is supplied where requested.

Applications can be made at any time through the year. If an application is received 10 days prior to a scheduled meeting, it will usually be included on the agenda for the next Full Council meeting for decision.

#### **6. Payment**

Applications are usually considered by the Council on a monthly basis, except August. The grant is normally paid in the month following the Council meeting when it was agreed. In order to receive payment, an organisation/group must have a bank account into which grants can be paid; payments will not be made to private individuals. Payment will be made by bank transfer.

## **7. To note**

The Community Council has a limited annual budget each financial year for grants and financial assistance and awards will be made on a first come first served basis

BTM Community Council will normally follow the criteria as set out above, but has the discretion to vary in exceptional circumstances

BTM Community Council reserves the right to withdraw or seek to reclaim an award for financial assistance/grant if it is not used as specified in the application or fail to meet the terms of the award

## APPENDIX 1

