**Grants Policy – Pontardawe Town Council**

1. **Grants Scope**

1.1 Groups are able to request both capital and revenue grants and the application process is flexible to encourage groups to apply.

1.2 There is no limits on the amount of each application

1.3 Awards can be provided for community groups located in the Pontardawe Town Council area and for groups who might be based outside the area but who benefit residents of the Pontardawe Town Council area.

1.4 All grants must be for the benefit of all or some of the residents of the Pontardawe Town Council area.

1.5 Grants cannot be provided for individuals

1.6 Grant Applications will not be considered unless they are accompanied by a copy of the latest set of accounts showing the organisations income, expenditure and level of balances.

1.7 If the Organisation does not prepare Annual Accounts, copies of the bank statements covering the previous six months must be enclosed, if possible. (At least one bank statement from the previous 3 months must be provided)

1.8 Larger Capital grants for equipment must include evidence that value for money has been achieved

1.9 Grant Application forms are available in both an English and Welsh format.

1. **Award Process**

2.1 The Finance Committee can recommend to award in full, reject, award in part, request additional information or award with restrictions.

2.2 Recommendations by the Finance Committee must be ratified by Full Council unless Plenary Powers are awarded by Full Council prior to the Committees decision

2.3 The Finance Committee has automatic Plenary Powers to award a grant of up the £500 per Event for Events

2.4 Full Council can recommend to award in full, reject, award in part, request additional information or award with restrictions.

2.5 Grants are awarded for specific purposes and therefore agreement is required from Council if organisations wished to utilise the funds in a different manner at a later date.

2.6 Agreement for change of grant use must be obtained prior to grant monies being spent

2.7 All grants are awarded on a ‘First Come, First Served’ basis

2.8 All awards are made by BACs or Cheque. No cash grants are provided

1. **Post award Completion**

3.1 All organisations receiving a grant from Pontardawe Town Council must acknowledge this fact in media and social media posts.

3.2 Photographs of any events should be forwarded to the Town Clerk for inclusion in Pontardawe Town Council sponsored media

3.3 A completion statement would need to be completed and returned to the Town Council following the completion of the Project

3.4 Organisations who did not return the completion statement would not be permitted a further grant until the completion statement was received by the Town Council for the original grant

3.5 Receipts would be required for lager Capital purchases as part of the Completion statement (over £1000)

3.6 A list of purchases made would be required for Revenue purchases as part of the Completion statement (over £1000)

Adopted by Pontardawe Town Council OGM 14/11/22 – updated OGM 11.3.24