



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

SMALL GRANTS POLICY

A policy to guide the award of small grants to community groups and local organisations

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1. Legal Context

The Tonyrefail & District Community Council (the Council) has powers to distribute grants under the following legislation:

- S137 of the Local Government Act 1972¹
- S2 of the Local Government Act 2000² and S126(1) of the Local Government (Wales) Measure 2011³ ~ Power of Wellbeing
- Other powers including those contained within the Local Government (Miscellaneous Provisions) Act 1976⁴.

Limitations:

*"Section 137 of the Local Government Act 1972 which applies to community councils contains a financial limit on incurring expenditure (and therefore the provision of funding). **This financial limit at section 137(4)⁵ would still apply if a community council sought to exercise the well-being power contained in the Local Government Act 2000.**"⁶*

2. General

- 2.1 The Council makes grants to organisations working for the benefit of the communities in the wards of Coedely, Collenna, Penrhiwfer, Thomastown, Tylcha and Tyn-y-bryn (Tonyrefail & District).
- 2.2 Grants are made out of funds provided by the Council Tax payers of these wards and accordingly, the Council has a responsibility to satisfy itself that grants will provide benefit to the local communities.
- 2.3 This policy sets out the requirements that must be satisfied before grant applications will be considered.

3. Eligibility

- 3.1 Registered or non-registered charities, social enterprises, not-for-profits and community groups operating within Tonyrefail & District who have the following:
 - A bank account with at least two unrelated signatories,
 - A constitution,
 - Less than 12 months' running costs in unrestricted reserves, and
 - If relevant to the application, a Child Protection and/or Vulnerable Persons policy and procedures.

¹ <https://www.legislation.gov.uk/ukpga/1972/70/section/137>

² <https://www.legislation.gov.uk/ukpga/2000/22/section/2>

³ <https://www.legislation.gov.uk/mwa/2011/4/section/126>

⁴ <https://www.legislation.gov.uk/ukpga/1976/57/contents>

⁵ [The amount for 2023/24 is £9.93 x number of electors](#)

⁶ [power-to-promote-well-being-guidance-for-local-authorities.pdf](#)

3.2 The Council will NOT normally award grants to the following organisations and projects:

- Groups with more than 12 months' running costs in unrestricted reserves,
- Core school expenditure,
- Projects with party political aims and objectives,
- Religious organisations (unless for non-religious activities),
- Projects taking place wholly or significantly outside of Tonyrefail & District,
- Retrospective applications,
- Projects due to start more than six months after the grant is awarded, or
- General fundraising appeals.

4. Applying for a grant

4.1 Grants awarded will not normally exceed £500.

4.2 Grant applications must be made on the Council's [application form](#).

4.3 Grant requests exceeding £500 will only be considered in exceptional circumstances and must be accompanied by a written statement of support by at least one Community Councillor.

4.4 Applicants must set out how the community will benefit from the work funded by any grants. For organisations located outside of the Council wards, the application must be accompanied by proof of attendance by local residents.

4.5 Applicants must set out any other funding they have been awarded or have applied for.

4.6 Applicants must provide a copy of the organisation's most recent accounts and bank statements.

4.7 An organisation which has not previously applied to the Council for a grant must submit a copy of its constitution.

4.8 The Council will only consider one application from an organisation within any financial year.

5. Application Assessment process

5.1 Applications will be considered twice a year in September and March.

5.2 Half of the budget set aside for the awarding of grants under this policy will be available for distribution at each decision meeting, however the Council reserves the right to allocate more or less should there be a compelling case to do so.

5.3 Where the entire allocation of grant spending is not awarded in any one period, the balance will roll-over to the next period until March when all funds are either to be distributed or the surplus returned to general reserves.

5.4 It is envisaged the Council will receive more applications than the budget is able to support.

5.5 Applications will be scored as follows:

Criterion	Score	Definition
Achieves outcomes	1-5 1 = does not meet at all 2 = only just meets 3 = meets 4 = fully meets 5 = exceeds	A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	1-3 1 = does not meet 2 = meets 3 = exceeds	A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of Council funds.
Good governance	1-3 1 = does not meet 2 = meets 3 = exceeds	A high score indicates that the applicant has good control structures within its organisation, and experienced individuals leading the project. If relevant, insurance arrangements must be in place.
Fits well with Community Council strategic aims	1-3 1 = does not meet 2 = meets 3 = exceeds	A high score indicates a good fit with the stated strategic aims of Tonyrefail & District Community Council.

An application must score at least 2 points on governance and achieve an overall score of at least 8 to be awarded a grant. Subject to these provisions, the Council will award those grants which achieve the highest score in the current round of funding.

5.6 Applications will be assessed and scored by the Council's Finance Committee in the first instance. Recommendations will be presented to Full Council for a final decision.

6. Grant objectives

6.1 As part of the Council's commitment to the Cwm Taf Wellbeing Plan, the Council will adopt these shared objectives for grant applications.

6.2 Projects should specifically address one or more of the following outcomes:

- Tackle loneliness and isolation within our community.
- Promote safe, confident, strong, and thriving communities improving the well-being of residents and visitors and building on our community assets.
- Help people live long and healthy lives and overcome any challenges.
- Grow a strong local economy with sustainable transport that attracts people to live, work and play in Cwm Taf.

6.3 The Council may add to the scope of desired outcomes / grant objectives from time to time in order to respond to one-off events, priority needs or other exceptional circumstances.

7. Exclusions – What the Council will not fund

7.1 The Council aims to prioritise funding towards projects and initiatives that deliver direct and lasting benefit to the community.

7.2 The Council will not normally provide grant funding for the following:

- Food and refreshments, including where these form part of an event or activity
- Venue hire costs, including for events, meetings or regular activities
- Staffing or personnel costs, including salaries, wages, or payments to volunteers
- Trips, outings or travel-related activities
- General consumables, including cleaning materials and similar day-to-day supplies
- Fundraising activities or events intended primarily to raise funds for other purposes

8. Successful Grants

8.1 Subject to relevant conditions being in place, successful applicants have 30 days to accept the grant and provide bank details for the release of the funds before it is automatically reallocated.

8.2 Where an application has been refused in that it failed to meet the assessment criteria, applicants may re-apply.

8.3 Where an application is unsuccessful on the basis that there were more higher scoring applications, applicants will be invited to re-apply.

9. Conditions of grants

9.1 Recipients receiving a grant shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.

9.2 Receipts for all single items of expenditure above £200 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

9.3 Grant recipients must acknowledge the support of the Council in any press releases, promotional materials or advertising, and include the Council's logo.

9.4 The Council reserves the right to reclaim fully / partially funds not spent in accordance with the approved grant application, left unspent after one year of receipt or for breach of conditions.

- 9.5 Recipients must advise the Council prior to disposing of any resources or equipment funded / part-funded / supplied by the Council as part of a grant application within two years.
- 9.6 Where an application will be used as matched funding to lever in additional funding from other sources, the Council's grant will not be released until confirmation is received that all funding to enable the project to proceed has been achieved.
- 9.7 The Council may apply any additional conditions it deems necessary as part of the grant award.

10. Awards Night

- 10.1 Successful applicants will be invited to attend the Council's annual Awards Night.
- 10.2 Applicants may be asked to give a short presentation at the Awards Night outlining how their grant was spent, their successful project and the benefits to the community. This requirement to be available will be a condition of all successful applications.