



## Small Grants Terms & Conditions

The Council wishes to stress that applications will **NOT** be considered unless they meet the purpose, scope and criteria outlined in these Terms of Reference. Full supporting documentation should be provided.

At Llandrindod Wells Town Council (LWTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind.
- A clean, healthy and happy town.
- A thriving and resilient community and local economy.
- A town that actively encourages local people to participate in and feel ownership of ideas, spaces and assets.
- A town which embraces innovation, takes risks, celebrates its successes and learns from its experiences.

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an LWTC Small Grant to cover or part fund projects, activities, and organisational costs. No staffing costs will be considered. Please apply for up to £250 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health & Social Wellbeing, and Environmental or Economic outcomes.
- Include a direct positive impact for Llandrindod Wells residents.

Applications that will fit the desired outcomes of the funding and support LWTC's visions above, will be assessed by a panel of councillors.

Grants awarded by LWTC are from public money, collected as part of the precept and the Council is accountable to local people for all expenditure.

***NB: Small grants are limited to 2 applications per organisation during the Town Council's financial year. ( 1st April - 31st March )***

When accepting the grant you are agreeing to the Terms and Conditions below;

### **1) Monitoring and Reporting**

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Llandrindod Wells Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.

### **2) Payment Requirements**

- Grants should be spent for the purposes stated on the application only.
- Llandrindod Wells Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under-spend may need to be returned.

### **3) Publicity Requirements**

- Llandrindod Wells Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity, and will ask for evidence to be provided for monitoring purposes.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
- Llandrindod Wells Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

### **4) Other Terms & Conditions**

- a) Grant applications will only be considered where;
  - The project or activity directly benefits residents within the electoral boundaries of Llandrindod Wells.
  - The project is not funded by any other means by LWTC.
- b) There is clear evidence of need for the project.
- c) The organisation has clearly defined aims and objectives.
- d) The organisation has its own bank account with at least 2 unrelated authorised signatories.
- e) Grants cannot cover costs that have already been incurred.
- f) The organisation must be non-party political and non-profit making.
- g) Individuals will not be funded.
- h) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
- i) All supporting documents are required to be submitted with the application form.

- j) The applicant must abide by all relevant laws and regulations. Llandrindod Wells Town Council reserves the right to request sight of the organisation's policies.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Llandrindod Wells Town Council into disrepute, action will be taken, and the grant terminated.

If you would like to apply for a grant, please complete the Small Grants application form which can be found at the following link;

<http://www.llandrindod.co.uk/town-council/grant-applications>

If you would like any support in completing the application, please contact;

[llandrindodcouncil@btconnect.com](mailto:llandrindodcouncil@btconnect.com)