



## **Policy and Guidance for Awarding Small Grants (£1,000 or less) to Local Organisations**

### **1. Aims and Objectives**

- 1.1. Mumbles Community Council budgets a sum of money every year for *Small Grants* to organisations and activities that contribute constructively to, and enhance, the life and community of Mumbles. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- 1.2. The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.
- 1.3. Mumbles Community Council will also:
  - Publicise *Small Grants* availability widely throughout the community
  - Review the *Small Grants* budget annually.
  - Review the Policy and application process for *Small Grants* annually.

### **2. Application process**

- 2.1. To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:

- 2.1.1. A completed application form describing in detail what the grant will support and identifying how this will benefit the residents of Mumbles.
- 2.1.2. The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information
- 2.1.3. A copy of the last 3 months' bank statements
- 2.1.4. Constitution or rules of the organisation
- 2.1.5. If contractors are used for any work, the Council will require organisations to provide written estimates.
- 2.1.6. Details of any additional funding secured or applied for, as well as any fundraising carried out
- 2.1.7. Any additional information the organisation considers will support their application.

### **3. Applications will only be considered if they comply with these conditions:**

#### **3.1. Organisation and Locality**

- 3.1.1. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's *Small Grants* scheme.
- 3.1.2. Organisations should be located within the Mumbles Community Council area, or if outside the boundary, their work should be of benefit to Mumbles and its residents
- 3.1.3. At present, the Council is prevented by statute from giving financial assistance to individuals.

### **3.2. Type of Financial Assistance**

- 3.2.1. The Council may award a grant towards specific projects or purchases of equipment, and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on Mumbles and its residents.

### **3.3. Deadline for Applications**

- 3.3.1. The deadline for the receipt of applications is ONE week before a Finance and General Purposes (F&GP) Committee meeting. Dates of such meetings are publicised widely and available from the Clerk, telephone 363598, email [council@mumbles.gov.uk](mailto:council@mumbles.gov.uk) and also the Council's website at [www.mumbles.gov.uk](http://www.mumbles.gov.uk).
- 3.3.2. During the period between the *Small Grants* application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee.
- 3.3.3. Applicants will be advised whether their application has been successful after the Full Council has considered the application following a recommendation from the F&GP committee
- 3.3.4. Successful applicants will be sent a terms letter for signing. On satisfactory return of said form a cheque will be sent to the applicant.

## **4. General Conditions**

- 4.1. Grants should be spent for the purpose and on the project/activity for which they were given and the Council will expect due recognition and advertisement of any *Small Grants* awarded.
- 4.2. Grants will not normally be made for money already spent.

- 4.3. Organisations receiving *Small Grants* are required to provide the Council with a written report within one month of completion of their project or as detailed in their terms letter. The report should detail how the funds were spent and how residents of Mumbles are benefitting. All relevant invoices should be attached as an appendix to the report. The report may also be included in the Council's newsletter or however the Council wishes to use it.
- 4.4. If contractors are used for any work, the Council will require organisations to provide a certificate from a suitably qualified person that the works have been carried out in a satisfactory and workmanlike manner.
- 4.5. Organisations receiving *Small Grants* may be invited to give a presentation to the Committee or Council.
- 4.6. Organisations are not restricted to the number of grant applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision making process.
- 4.7. The award of Small Grants in one year or period does not set a precedent for any subsequent applications.