

Mumbles Community Council (MCC): Grant Policy and Application Guidelines 2018 Onwards

General.

1.1 Since the election of the new council in May 2017 the councillors have agreed to allocate a substantial part of our increased funding from April 2018 to helping responsible and properly constituted organisations both improve existing and potentially create new facilities and events.

1.2 We are still continuing our small grants scheme which have had a focus on support for events but additionally we wish to invest in substantial capital projects under a major grants policy.

1.3 The underlying philosophy in considering support for any applications will remain that they are beneficial to all our residents and, with medium and large grants in particular, that they will be of benefit to future generations.

1.4 In considering such applications the Council will be particularly concerned that the organisation applying has the ability to operate and manage the facilities in a financially sustainable manner without requiring contributions towards running costs from MCC. For medium and large grants the MCC grant **will not normally exceed** more than 50% of the total costs although this may be exceeded if exceptional circumstances can be clearly demonstrated.

1.5 In order to qualify for a grant the organisation must be either based in the MCC area or be directly supporting and benefitting residents of that area and be either:

- a not-for-profit company or association
- a charity or company with charitable aims
- a constituted community or voluntary organisation
- and must have a bank account specifically for the organisation. **No monies can be paid into personal bank accounts.**

1.6 There are three types of grant, small, medium and large grants. Small, (up to £1,000) and medium (up to £15,000), grants are available to apply for throughout the year according to the time scales set out below. Small grants can support particular short-term, one off events that are in addition to the normal activities of the organisation and volunteer time put into running that event can be counted as that organisation's financial contribution.

1.7 Medium grants are to provide additional facilities, equipment or events that will have a longer-term, sustainable benefit to a wide range of residents of the MCC area. In respect of grant applications to support our local schools these must come from the School's PTA and cannot **duplicate any statutory** provision from the Local Education Authority. They must involve both a wider community benefit and tie in with the current Welsh Assembly Well Being of Future Generations Act(2015).

1.8 Larger grants of over £15,000 and up to £150,000 are for significant capital projects that will have a long term benefit for the whole MCC area and are subject to the detailed application process set out in section 4 below.

Application Guidelines for all grant applications.

- 2.1. A completed application form describing in detail what the grant will support and identifying how this will benefit the residents of Mumbles.
- 2.2. The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information.
- 2.3. A copy of the last 3 months' bank statements.
- 2.4. A copy of the Constitution or rules of the organisation.
- 2.5 If contractors are used for any work, the Council will require organisations to provide written estimates.
- 2.6. Details of any additional funding secured or applied for, as well as any fundraising carried out.
- 2.7. Any additional information the organisation considers will support their application.
- 2.8 Applications will only be considered if they comply with these conditions:

Organisation and Locality.

- 3.1. Applications will only be accepted from charitable, voluntary and non-profit making organisations. Applications from commercial organisations will not normally be considered unless tied in with legally binding terms to the provision of specific activities of community benefit agreed with MCC.
- 3.2 National appeals are, with limited exceptions, outside the scope of the Council's Small Grants scheme.
- 3.3. 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.
- 3.4. At present, the Council is prevented by statute from giving financial assistance to individuals.

Specific Conditions for Major Capital Grants.

- 4.1 A detailed a business plan will be required that clearly shows the chronological background and achievements of the organisation applying and the rationale for the facilities specified in the application.
- 4.2 Specifically, it should clearly demonstrate that the income generated by the new/improved facilities will cover the revenue costs of such use. This business plan should include SWOT analysis and detailed estimates of hours of use and the pricing policy for such use and those of any similar facilities in the catchment area.
- 4.3 We will normally need to see that the promise of grant aid from MCC will lead to your organisation ***seeking substantive finds from other grant aid organisations*** and from your own resources as normally MCC's contribution for major capital projects will not exceed 50% of total costs.
- 4.4 We will be able to provide exemplars of appropriate business plans and to provide advice if required.

4.5 You will also need to provide evidence of legal ownership or a lease of at least 25 years and planning consent for any new developments.

4.6 It will be necessary to please provide a copy of the tender document/specification that has been submitted and responses must be obtained from a minimum of **THREE** building contractors/design architects.

4.7 For large capital projects applications **must be received by 31st October in the preceding** fiscal year to the anticipated start of the project.

General Conditions for All Applications.

5.1. The deadline for the receipt of applications for small and medium grants is **TWO weeks before** a Finance and General Purposes (F&GP) Committee meeting. These are normally the 4th Tuesday of each month and the dates of such meetings are publicised widely and available from the Clerk, telephone 01792 363598, email council@mumbles.gov.uk and also the Council's website at www.mumbles.gov.uk.

5.2. During the period between the application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee.

5.3. Applicants will be advised whether their application has been successful only after the Full Council has considered the application following a recommendation from the F&GP committee.

5.4. Successful applicants will be sent a terms letter for signing. Only on satisfactory completion of all the conditions specified will a cheque be issued and sent to the applicant.

5.5 Grants should be spent for the purpose and on the project/activity for which they were given and the **Council must receive due recognition** and advertisement of any grants awarded. Such recognition will include prominent display of the MCC logo on all paperwork and publicity and state that the event/project has been supported by Mumbles Community Council. Where equipment or facilities have been provided a plaque must be prominently displayed indicating the support of MCC.

5.6. Grants will not be made for any monies already spent prior to any application being considered by MCC.

5.7. Organisations receiving 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.

5.8. 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.

5.9. Organisations receiving Small Grants may be invited to give a presentation to the Committee or Council.

5.10. 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.

5.11 The award of a grant in one year or period does not set a precedent for any subsequent applications.