

# Cyngor Cymuned Chwitffordd

## Whitford Community Council



### Financial Assistance Policy

#### Purpose:

Each year, Whitford Community Council considers requests for financial assistance to support the work of its local groups, organisations and charities. Grants are specifically made by the Council in the interest of its local area and its residents. The Council allocates grants for financial assistance from the annual precept, in accordance with Section 137 and other National and Wales Government Acts.

Applications can be made once during a financial year and will be considered at the next available Whitford Community Council Meeting. The council ordinarily meets on the first Thursday of the month, with no meetings taking place in August or December.

Whitford Community Council reserves the right to request any further information that it deems necessary to assist the decision-making process.

Whitford Community Council reserves the right to refuse any application for financial assistance that is considered to be against the objectives outlined within this policy.

## **Criteria**

Grants for financial assistance will be awarded at the discretion of Whitford Community Council taking into consideration the following criteria:

- Proposed use of grant
  - Providing a service within the Council area,
  - Enhancing the quality of life for residents within the Council area
  - Improving the environment within the Council area, or
  - Promoting the Council area in a positive way
- Proven benefit to Whitford Community Council residents,
- How regularly the group, organisation or charity meet (weekly, fortnightly, monthly, bi-monthly, etc)
- Current finances available to the group, organisation or charity,
- Availability of budget from the annual precept balanced with Whitford Community Councils fiscal responsibility towards current and forward work programmes.

Ordinarily, Whitford Community Council will consider grants up to £400. However, local groups, charities and organisations can apply for grants in excess of this sum for specific projects. In such circumstances, Whitford Community Council will consider payment of up to 50% of total costs, to a maximum of £2,000.00 – unless exceptional reasons are provided and accepted by Council. The above maximum figure is also dependent on the current year's budget allocation. These applications for financial assistance must include full quotations of works and or items.

The Council's decision will be clearly documented within the Council Minutes to demonstrate transparency and decision-making to residents of the community.

## **Exclusions:**

Whitford Community Council will not award applications for financial assistance in the below circumstances:

- Payment to individuals
- Payment to for-profit groups, organisations or charities
- Payment to fund political activities or ideology
- Payment to groups, organisations or charities where membership is not inclusive to all (no discrimination based upon protected characteristics as per Equality Act, 2010)
- Payment towards outstanding finances
- Payment towards retrospective projects or where works have already been completed
- Payment to national charities with the exception of clear and direct benefit to residents within the Council area.
- Payment where an official application form has not been completed

## **Decision Making**

Whitford Community Council's decision on any application for financial assistance is final and there is no right of appeal. Whitford Community Council reserves the right to decline any application without giving reasons for its decision. The Clerk & Financial Officer will notify all applicants of the Council's determination by letter within one working week of the Council Meeting.

Whitford Community Council will not commit to any continuing expenditure. Applications can be made once during a financial year (1<sup>st</sup> April – 31<sup>st</sup> March) and must clearly document and detail how the application meets the criteria as outlined within this policy.

## **Declaration of Interest**

Where a Community Councillor is a member of a group, organisation or charity who is applying for financial assistance, that Community Councillor must declare, a Declaration of Interest in the matter and refrain from discussion and voting. Advice may be sought from the Clerk & Financial Officer before or during a Council Meeting.

## **Financial Reports & Updates**

Where Whitford Community Council have provided financial assistance for a specific project in excess of £400, the relevant group, organisation or charity will provide a written update by letter or email, within 6 months of monies being awarded, detailing how the money has been utilised. Whitford Community Council will consider non-compliance of the above as grounds for refusal of future applications for financial assistance.

Whitford Community Council reserves the right to request repayment of any financial assistance provided where an applicant does not comply with the conditions set out within this policy.

## **Information & Data Protection Policy (GDPR)**

Whitford Community Council's Data Protection Policy can be obtained from the Clerk & Financial Officer to the Council, or perused on the Council's web site:

[www.whitford-council.wales](http://www.whitford-council.wales)

## **Application**

All application forms and associated documents must be submitted to:

[clerk@whitford-council.wales](mailto:clerk@whitford-council.wales)