



Rhayader Town Council

Procedure for awarding of monies and administering grants.

Introduction

Rhayader Town Council operates a Four tier approach to giving monies and awarding grants. The tiers depend on the amount requested and are as follows:

Good will donation – A one off donation **up to £100** awarded to a local organisation or national charity that meets the council's usage criteria.

Small Grant – a grant of **up to £250** awarded to an organisation that meets the council's usage criteria.

Large Grant – a grant of **more than £250** awarded to an organisation that meets the council's usage criteria.

Bryn Titli Grant – a grant of **up to £1,000** awarded to an organisation that meets the council's usage criteria.

Who Can Apply

Good will donation – any formally constituted local organisation or national charity whose activities benefit the people of Rhayader & Cwmdauddwr.

Small & large grants - (including Bryn Titli) any grant application must relate to activities carried out by a formally constituted local organisation for the benefit of the people living in Rhayader & Cwmdauddwr and who meet the usage criteria

Rhayader Town Council is not permitted to give monies to individuals.

Please ensure you meet the Awarded Monies Usage Criteria below.

If the proposed project does not fit within the specified criteria, or clarification is required, organisations are invited to contact the council to discuss their application further.

When can you Apply?

Applications can be submitted all year round with exception of Bryn Titli.

The Bryn Titli fund is generally made available once a year usually in October at which time it will be widely advertised. If sufficient funds remain available, the council may re-advertise outside this window at their discretion.

Eligible applications received before the 10th of the month will be discussed on the same calendar month, applications after the 10th will be deferred to the following month.

Organisations who apply for a grant from Rhayader Town Council cannot reapply for any other grant from the Council for at least 3 calendar months or until the previous project has been completed and evidence provided to the council.

Where a single organisation operates a number of distinct self-funding projects or enterprises the Town Council may, at its discretion, award funding to more than one project.

How to Apply

Good will donation – via submission of a letter to the Clerk stating how the organisations activities will benefit the local community.

Small Grant – Completion of the Small Grant Application Form.

Large Grant – Completion of the Large Grant Application Form.

Bryn Titli – Completion of the Bryn Titli Grant Application Form.

Application forms must be completed in full and will only be considered when accompanied by a copy of the organisations trading accounts and all relevant supporting documentation including all necessary quotations.

Once complete, applications and any supporting information should be emailed to the Clerk at Clerk@rhayader.gov.wales

Awarding of monies

The Council will discuss all applications at its monthly meeting and take into consideration the applications merit as well as monies available to give. Applicants may be asked to provide further information.

The council reserves the right to decline applications.

Applicants will receive an outcome letter from the Clerk once the final outcome is agreed.

Post Grant Reporting

Successful recipients of a grant including Bryn Titli will be expected to report on the project explaining how the funds were spent and how they have benefitted the organisation or community.

Payment Requirements

Grants awarded are to be used for the purposes stated on the application only.

The Council will request copies of invoices or receipts as evidence of spending.

The council reserves the right to recoup money not spent in accordance with a specific grant application.

Terms and Conditions

Awards cannot be made to individuals.

Grants cannot cover costs that have already been incurred.

It is expected the project will be completed within 11 months of any grant funds being awarded.

Applications will only be considered if all supporting documents are provided with the application form.

Bryntitli applications will only be considered if the completed forms and all supporting documents are received by the published deadline.

The application should explain the project in some detail and ensure there is clear evidence of need for the project.

The table below summarises what a grant can be used for, if unclear, please contact the Council.

Awarded Monies Usage Criteria

Monies Usage	Good Will Donation	Small Grant	Large Grant	Bryn Titli
To benefit the local community	Yes	Yes	Yes	Yes
To enhance the local community	Yes	Yes	Yes	Yes
To promote the local community	Yes	Yes	Yes	Yes
Materials & Equipment	Yes	Yes	Yes	Yes
Staffing Cost	Yes	No	No	No
Hire of Contractor	Yes	Yes	Yes	No
Hire Sessional worker	Yes	Yes	Yes	Yes
Daily Running Costs	Yes	No	No	No
Hire of a venue	Yes	No	No	No
To provide refreshments	Yes	No	No	No
Retrospective funding	No	No	No	No