



COMMUNITY GRANT SCHEME GUIDANCE NOTES

WHAT CAN WE APPLY FOR?

Applicants should be able to demonstrate how the project benefits the residents of Abergavenny Town and contributes to one or more of the following objectives:

- A Globally Responsible Wales
- A Prosperous Wales
- A Resilient Wales
- A Healthier Wales
- A More Equal Wales
- A Wales of Cohesive Communities
- A Wales of vibrant culture and thriving Welsh language
- Section 6 – Environment Act

The purpose of the grants scheme is to provide funding for a new or one-off project. If you are looking for multi-year long term funding, please contact the Principal Officer and ask about our Cooperation Agreements.

HOW MUCH CAN WE APPLY FOR?

Grants are available from £100 to £2500. The applicant is encouraged to have secured at least 25% of the cost of the project from other sources.

WHEN CAN WE APPLY?

Grant applications can be submitted at any time and will be considered by the next appropriate Committee. We will endeavour to consider applications within 4-8 weeks from receipt.

WHO CAN APPLY?

Applications are welcome from organisations based in or benefitting residents of Abergavenny. These can be grass roots groups, community associations, registered charities, sports clubs and more.

Applications from the following will be ineligible:

- Individuals
- Organisations seeking to promote, support or oppose any political party

- Commercial businesses
- Church Councils or religious organisations unless for activities with wider community benefit
- Organisations that restrict membership

Applications from national organisations having local branches may be considered if local benefit can be adequately demonstrated.

HOW DO WE APPLY?

An application form is to be completed and sent to the Principal Officer by our online form on our website www.abergavennytowncouncil.gov.uk, by email or by post.

Supporting documentation is to accompany the application, this includes a copy of the latest accounts/financial statement and a copy of the constitution.

WHO SHOULD WE CONTACT IF WE HAVE A QUERY OR NEED HELP COMPLETING THE FORM?

Please contact the Principal Officer on **01873 353005** or by email

clerk@abergavennytowncouncil.gov.uk

office@abergavennytowncouncil.gov.uk

admin@abergavennytowncouncil.gov.uk

HOW WILL WE KNOW IF WE'VE BEEN SUCCESSFUL?

Following the relevant Committee decision, applicants will be notified of the decision by email as soon as possible (usually within a week).

HOW WILL WE BE PAID?

Payment is usually by BACS.

WHAT ARE THE GRANT CONDITIONS?

You are requested to send an email to the Principal Officer stating that you accept the offer and will adhere to the conditions set out in the offer letter.

- Should there be any event or occasion to mark the completion of a project, the Town Council would appreciate the opportunity to be present to acknowledge the contribution made by the Town Council.
- In all project documentation and publicity, the financial support from the Town Council should be acknowledged and the Town Council crest or logo displayed accordingly.
- The Town Council expects all organisations working with young people to have the necessary safeguarding policies in place and reserves the right to request a copy of the organisations safeguarding policy.
- Once the project is complete, we would like to invite a representative back to Council to tell us about what has been learned from the delivery of the project, and any reflections and insights which may help us in improving what we can offer to other organisations when approached for support.
 1. How did the project go overall?
 2. Thinking back to the Wellbeing Objectives, were you able to meet the deliverables

asked for originally, or did these change?

3. What did the group learn from this project?

OTHER THINGS YOU SHOULD KNOW

If some of the beneficiaries of the grant are from areas outside of the boundary of the Town Council, the Council will expect the applicant to have approached the relevant Community Councils. These are:

Llanfoist Fawr Community Council: clerk@llanfoistfawrcc.co.uk

Llantilio Pertholey Community Council: llantiliopertholeycc@yahoo.co.uk

Llanelly Hill Community Council: clerk@llanellycc.org.uk


Once a grant has been offered, if any changes are needed to deliver the project, please inform us as soon as possible.

VAT will not be paid to VAT registered organisations

Any ongoing revenue commitments of the project will be the responsibility of the applicant

Abergavenny Town Council reserves the right where appropriate to visit the project in progress or at completion. If possible, once appropriate permissions have been sought, the Town Council will use any photographs relating to the project in its own publicity.

 Town Hall, Cross Street, Abergavenny NP7 5HD

 01873 353005

 clerk@abergavennytowncouncil.gov.uk



Cyngor Tref **Y Fenni**
Abergavenny Town Council