

# **Blackwood Town Council**

## **Small Grant Aid Procedure**

### **Introduction**

The Town Council has an amount of money set aside in its budget each year to enable it to give grants to local organisations.

### **When can you apply for a Grant?**

The Town Council considers small grant Applications at its monthly Finance Meetings held Monthly, except August.

### **How do you apply for a Grant?**

Anyone wishing to apply for this specific grant funding of up to **£250** must complete the small Grant Application form which is published on the Town Council website – [www.blackwoodtowncouncil.org/grants](http://www.blackwoodtowncouncil.org/grants) Completed forms should be provided to the Town Clerk by 12 noon on the Friday before the meeting. These applications will then be considered by the Full Council at the meeting. Applicants will be notified of the outcome of specific applications within 14 days of the meeting.

### **Who can apply for a Grant?**

Any organisation may apply for a small grant; however, any grant application must relate to activities carried out by a local organisation for the benefit of the people **living within the electoral boundary of Blackwood**. Under legislation the Town Council is not permitted to award grant funding to an individual.

### **What happens if a Grant is Awarded?**

All Grant recipients will be required to provide evidence of expenditure from the grant awarded, Failure to provide evidence will result in grant funding being part or fully recalled.

John Hold Town Clerk  
Heddfan, 12 Aspen Avenue  
Blackwood NP12 1WW  
01495 224 636 or 07581 199 600  
[John.hold1@gmail.com](mailto:John.hold1@gmail.com)

# Blackwood Town Council

## Small Grant Application Form

Blackwood Town Council has the power to donate small grants to local good causes which deliver direct benefit to the inhabitants of Blackwood. The grants are payable to organisations only, and not directly to individuals.

Small grant applications are considered at the monthly Finance meeting. Completed applications must be with the Town Clerk by noon on the 3<sup>rd</sup> Friday of any month.

Please note that the grant amounts envisaged are up to **£250** per organisation, although the Town Council may consider larger grants where special circumstances are deemed to apply. All grant recipients will be required to provide evidence of expenditure from the Grant awarded.

Please answer the questions as fully as possible and ensure that your application form is returned to the Town Clerk, John Hold, Heddfan 12 Aspen Avenue, Blackwood NP12 1WW or via email – [john.hold1@gmail.com](mailto:john.hold1@gmail.com)

**Name of Organisation:**

**Contact Name:**

**Contact Address:**

**Post Code:**

**Email Address:**

**Please tell us about your organisation** (what your organisation does, and how it does it.)

Please give details to the total number of members and the number of members who reside within the Blackwood Town Council area

Total Members  Total members in the Town Council area

Please give details of the total number of persons benefiting from your organisations services and the number who reside in the Blackwood Town Council area.

Total Benefiting members  Total members in the BTC area

To assist your application for funding you will need to provide a years financial accounts/Balance sheet /bank statements.

(The above statement does not apply to new businesses or organisations)

**Please note: - without the information requested your application will not be considered and will be withdrawn.**

Is your organisation a registered charity: Yes/No

If YES, please supply your charity No:

**Please tell us about the purpose of your grant:** (please note: Grant requests should be tied to a specific activity or purpose, not a contribution to the general running costs of your organisation.)

**Total cost of activity for which a Grant is being sought:**

£

**Amount sought from Blackwood Town Council:**

£

**What other means of fundraising is your organisation doing to fund your activity or project?** (Additional fundraising is not essential, but the Town Council would like to see evidence of a commitment to raising the desired funds by other means, where appropriate.)

Signed:

On behalf of:

Date:

**\*Please note the Town Council reserves the right to recall funds if evidence of the expenditure cannot be provided.**

**\*The Town Council reserves the right to request a site visit to see how the funds have been spent and to see the progress of the project.**

## PRIVACY NOTICE FOR GRANT APPLICANTS

Blackwood Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to contact you about your grant application.

If you are an organisation or a group, the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or any other queries are Blackwood Town Council, John Hold Town Clerk, Heddfan 12 Aspen Avenue, Blackwood NP12 1WW

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Your information will not be shared further.

Individuals have several rights under the data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at [www.blackwoodtowncouncil.org](http://www.blackwoodtowncouncil.org)

By agreeing to the above application, you also agree to Blackwood Town Council using and retaining your personal information contained on the grant form.

**DATE:**

**SIGNATURE:**

**PRINT:**