1. **Introduction**

This document sets out the donations policy for the Council.

1. **Applications**

Applications for a donation or grant aid shall be made on the attached form and should be addressed to the Town Clerk.

1. **Who can apply**

Any organisation can apply as long as their work or event is within the boundaries of Llanfair Caereinion Town Council and benefits the residents of that area.

1. **When can you apply**

Any organisation can apply for a donation or grant aid. The Council cannot give donations or grant aid to an individual.

1. **General donations**

Donations or grant aid can be given for specific projects or as revenue where it can be demonstrated that the good works would be hampered without such a donation or grant aid.

1. **Event donations**

If a donation is made towards an event and the event is being held on or using Council facilities a copy of the insurance documents and risk assessment will also be required before the event takes place.

If the Council is running an event jointly with another organisation and that organisation wishes the Council to insure such event the following will apply:

1. All receipts and payments are to go through the Councils accounts ring-fenced for the event.
2. The Council name/logo to appear on all publicity and paperwork.
3. An event plan will be prepared by the Council which will be followed by the organisers.
4. **Report back**

Each organisation who receives a donation or grant aid is expected to give a short report to the Council within 1 year of the payment stating what the money was spent on.

1. **Application form**

The application form for donations or grant aid is attached to this paper and should be submitted when completed to:

 The Town Clerk, Crown House, High Street, Llanfair Caereinion, SY21 0QY

 Email: Llanfairtownclerk@mail.com Tel: 07767 267830

|  |  |  |
| --- | --- | --- |
| No | Question | Answer |
| 1 | Organisationin the last 3 months.the name of the statement |  |
| 2 | Your name  |  |
| 3 | Address |  |
| 4 | Telephone number |  |
| 5 | Email address |  |
| 6 | Does your organisation have a constitution? |   YES/NO |
| 7 | Does your organisation have a bank account?ilstions name and contact detailsattached to this paper and should be submitted when completed to |   YES/NO |
|  | Does your organisation have annual accounts? |  YES/NO |
|  | Does your organisation have a Committee? |  YES/NO |
|  | Has your Committee agreed to apply? |  YES/NO |
|  | What would you spend the money on? | Please space overleaf if needed. |
|  | Signature  |  |
|  | Date |  |

Please enclose the following with your application:

1. A bank statement with your organisations name on it (the payment will only be made to the name of the statement) dated within the last 3 months.
2. A copy of your last annual accounts.

|  |  |
| --- | --- |
| What would you spend the money on continued………. |  |