



# **CYNGOR TREF MACHYNLLETH TOWN COUNCIL**

**Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER**

Telephone : 01654 702 571

E-mail : [town-clerk@machynlleth-tc.gov.uk](mailto:town-clerk@machynlleth-tc.gov.uk)

## **GRANTS POLICY**

### **Section 137 Grants Criteria and Application Form**

This policy outlines Machynlleth Town Council's power to donate small grants to local good causes which deliver direct benefit to the inhabitants of Machynlleth.

The grants are payable to organisations or groups only.

During the year a stall is available every Wednesday (Market day) to any charity, association or group that needs to publicise an event or a cause.

The stall is a flat fee of £10 payable on the day to the market collector. It is bookable no less than 2 weeks in advance, from the Facilities Manager at Y Plas :

on 01654 702 571

or by email from [enquiries@machynlleth-tc.gov.uk](mailto:enquiries@machynlleth-tc.gov.uk) clearly marked : Charity Stall booking.

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In January every year, the amount collected during the financial year from this Charity Stall, will be advertised in the Council minutes. Applicants will have until 28th February to fill in the attached application and send it to the Town Clerk. Councillors will favour applications from local organisations, associations or groups that operate and work within the electoral boundaries of the Machynlleth Town Council. The award of a grant will be made to applicants chosen on their own merit by Councillors. Grants to an individual person will not be accepted.

To apply for such a grant, the applicant needs to address an email for a request with the attached application form to :

[town-clerk@machynlleth-tc.gov.uk](mailto:town-clerk@machynlleth-tc.gov.uk) clearly marked : Grant application to MTC.

The deadline for any grant request will be the last day of February in any year. Councillors' decision is final and will be announced at the March Full Council meeting usually held on the last Monday of the month.

**Section 137 Grants Application Form**

**Application forms should be received no later than February 28<sup>th</sup> in each year.**

Name of the organisation or group :

Contact Name and telephone number :

Contact Email Address :

Contact Address and Post Code :

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

Is your organisation a registered charity : YES / NO.

If YES, please supply your Charity Number :

Please tell us about the purpose of your grant, also note that Grant requests should be tied to a specific activity or purpose. A grant will not be for contributing to the general running costs of your organisation.

Total Cost of the activity for which a grant is being sought : £

Amount sought from Machynlleth 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.

Does your organisation have any financial reserves? YES / NO

If YES, what amount of reserves does your organisation hold at this time : £

Note that the Town Council has only a small amount of funding available to it and needs this information to ensure that its Section 137 donations are targeted to the best effect.

Print name and Sign :

On behalf of :

Date of the application :

