



## **AMMANFORD TOWN COUNCIL**

# **REQUESTS FOR FINANCIAL ASSISTANCE POLICY & PROCEDURE**

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## **1.Introduction**

Ammanford Town Council will consider applications for financial assistance from community, voluntary, and charitable organisations. To qualify for an award, the applicant must demonstrate that any funding from Ammanford Town Council will directly benefit Ammanford or its residents.

The Council encourages organisations to work in partnership with other groups and funding sources to make the best use of available resources and maximise the benefit to the local community.

Ammanford Town Council will consider requests for financial assistance of up to £1000.00.

Applications will be reviewed by the Finance Committee, and all submissions must be made using Ammanford Town Council's Financial Assistance Application Form and accompanied by the relevant supporting documentation.

Organisations that meet the criteria should not assume that financial assistance will automatically be approved.

Applications will be reviewed on a quarterly basis at meetings of the Finance Committee.

## **2. Applications**

Applications must clearly demonstrate that the proposed funding will benefit Ammanford and its community, and that they meet the conditions and eligibility criteria set out below.

### **Funding may be used for:**

- a. One-off events or activities.
- b. Contributions towards specific projects or events that bring significant benefit to Ammanford and its community.

### **3. Who Can Apply for Funding?**

#### **Funding is available to:**

- Not-for-profit organisations.
- Incorporated and legally constituted bodies.
- Community organisations operating within Ammanford benefit the local community.
- Agencies that provide services or support within Ammanford.

#### **Provisos:**

- Ammanford Town Council will not fund activities that are the responsibility of a Statutory Authority.
- Applications from schools for activities that take place as part of the normal school day will not be considered.
- Funding cannot be made to individuals or private/for-profit organisations.
- Funding can only be provided to support initiatives for charitable or benevolent purposes. Ammanford Town Council will not fund activities outside its statutory powers and functions.

### **4. Definition of Terms**

#### **Not-for-profit organisation**

An organisation that:

- Uses all surpluses solely for the purpose of its objectives and not for the financial benefit of its members.
- Has a 'wind-up clause' in its constitution or articles of association ensuring that assets are distributed to a similar organisation and not to its own members upon closure.

#### **Charitable and benevolent purposes**

Purposes that aim to do good within the community, including but not limited to:

- Relieving poverty or sickness.
- Supporting the young or elderly.
- Promoting personal development or education.
- Providing benefits that enhance community well-being.

## **5. Priority Applications**

While all applications will be considered on merit, priority will normally be given to projects or activities that:

- Benefit children and young people.
- Benefit the elderly.
- Benefit disabled individuals.
- Support those who are otherwise disadvantaged.
- Promote social inclusion.
- Promote awareness and community pride in Ammanford.
- Provide facilities or infrastructure that benefit the town.

Examples of activities that may be funded include the purchase of equipment, training or educational initiatives, transport provision, promotion of cultural, recreational, social, or biodiversity-related events and projects, and the provision of community facilities.

## **6. Processing Times**

Applicants should be aware that the application process may take several months. Applicants are encouraged to contact the Town Clerk for advice and guidance before submission.

## **7. Financial Assistance Recipient Information**

If your application is approved, you will receive a letter of approval confirming:

- The amount awarded.
- Any special conditions attached to the payment.

Where applicable, recipients are encouraged to acknowledge Ammanford Town Council's support in publicity materials, programmes, or advertising related to the funded project.

If you are unsure about any conditions attached to your grant, you are advised to contact the Town Clerk for clarification.

Applicants will also be notified in writing if their application is unsuccessful.

## **8. Payment of Financial Assistance**

Payment for successful applications will be made by BACS transfer only. Please note that payment may take a few weeks following approval by the Finance Committee. Every effort will be made to process payments as quickly as possible.

## **9. Conditions of Financial Assistance**

- Financial assistance will not be awarded to individuals.
- Additional applications from the same organisation within a 12-month period will not be considered.
- As a result of receiving financial support from Ammanford Town Council, the recipient organisation agrees to acknowledge the Council's contribution publicly. This may be achieved by displaying the Ammanford Town Council logo on club shirts, team kits, promotional materials, or by including the Council's logo in any

advertisements, publicity, or marketing related to the supported activity.

- A Project Completion Report (PCR) must be submitted to the Town Clerk within three months of receiving the award.
- If the award cannot be used for the stated purpose, the full amount must be returned to Ammanford Town Council.
- All awards must be properly accounted for, and evidence of expenditure must be supplied on request. If satisfactory evidence is not provided, the Council reserves the right to request a refund of the funds awarded.
- The applicant's most recent set of audited accounts must accompany the application.
- Donations to registered charities in response to general fundraising appeals will not be considered.
- Awards for groups or activities operating outside Ammanford Town Council's boundary will not be considered.