



CYNGOR TREF RHUTHUN
RUTHIN TOWN COUNCIL

Guidance notes - Request for financial assistance

Please read the following carefully before completing the application form:

1. Financial assistance will be given mainly to **voluntary / non-profit making organisations** based within the boundaries of Ruthin Town Council.
2. The Council, however, has discretion, in exceptional circumstances, to consider organisations situated outside the town, if it can be demonstrated that the grant applied for will benefit the people of Ruthin, directly or indirectly.
3. **In accordance with Section 137 of the Local Government Act 1972, private individuals cannot be considered for financial assistance.**
4. Requests for financial assistance must be presented by using the appropriate application form, together with a copy of relevant balance sheets and/or a statement of accounts.
No application should be submitted without supporting documents
5. Organisations that receive funding are expected to adhere to the Town Council's policy of giving equal status to Welsh and English, and explain how they intend to do so.
6. Applicants should note that financial assistance will only be considered for a **specific** project or projects to be undertaken by the **organisation**.
Financial assistance **will not** be considered for running or advertising costs of organisations.
7. In order to ensure that there is sufficient funding to cover all financial assistance applications received during the financial year, the Town Council has stipulated that a ceiling of £1,500 be placed on each application. However, following careful scrutiny and seeking additional information, if necessary, consideration could be given to requests for financial assistance of more than £1,500 if the application justified a higher amount.
8. Under the provision of Section 137 if any financial assistance granted by Ruthin Town Council exceeds **£1,000** the applicant **must submit** a written report on how the money was spent. The report must be provided to Ruthin Town Council within **6 months** of the completion of the event / project – the report can take the form of an annual report or a set of accounts which clearly identifies the expenditure.