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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

YMDDIRIEDOLAETH
ELUSENNOL YNYS MON
ISLE OF ANGLESEY
CHARITABLE TRUST

6 Medi/September, 2016

At : Aelodau Cyngor Sir Ynys Môn fel ymddiriedolwr
Ymddiriedolaeth Elusennol Ynys Môn

Annwyl Aelod,

CYFARFOD O'R YMDDIRIEDOLAETH ELUSENNOL YNYS MÔN

Gofynnir i chwi fod yn bresennol mewn cyfarfod o'r Ymddiriedolaeth Elusennol Ynys Môn ar ddydd Mawrth, 13 Medi, 2016 am 2.00 o'r gloch y.p., yn Siambr y Cyngor, Swyddfeydd y Cyngor, Llangefni i ystyried y materion a nodir yn y rhaglen atodol.

Yr eiddoch yn gywir,
Dr. Gwynne Jones

YSGRIFENNYDD

To : Members of the Isle of Anglesey County Council as Trustee
of the Isle of Anglesey Charitable Trust

Dear Member,

MEETING OF THE ISLE OF ANGLESEY CHARITABLE TRUST

Your attendance is requested at a meeting of the Isle of Anglesey Charitable Trust on Tuesday, 13 September 2016 at 2.00 p.m., at the Council Chamber, Council Offices, Llangefni I to consider the matters noted in the attached agenda.

Yours sincerely,
Dr. Gwynne Jones

SECRETARY

Ysgrifennydd/Secretary : Dr Gwynne Jones **Trysorydd/Treasurer** : Mr. Marc Jones
Swyddfa'r Sir/County Offices,
Llangefni, Ynys Môn. LL77 7TW. Tel: (01248) 750057

A G E N D A

1 **ELECTION OF CHAIRPERSON**

To elect a Chairperson.

2 **ELECTION OF VICE-CHAIRPERSON**

To elect a Vice-Chairperson.

3 **DECLARATION OF INTEREST**

To receive any declaration of interest by any Member or Officer in respect of any item of business.

4 **MINUTES** (Pages 1 - 4)

To submit, for confirmation, the minutes of the meeting held on 15 March, 2016.

5 **SMALLER GRANTS ALLOCATION 2016/17** (Pages 5 - 6)

To submit a report by the Treasurer in relation to the above.

6 **REPORTS OF SUB-COMMITTEES OF THE CHARITABLE TRUST - GENERAL GRANTS COMMITTEE** (Pages 7 - 12)

General Grants Committee

To submit, for confirmation, and for adoption where necessary, the minutes of the meeting held on 13 July, 2016.

7 **GRANT AWARDING PROCESS** (Pages 13 - 32)

To submit a report by the Treasurer in relation to the above.

8 **ITEM LIKELY TO BE TAKEN IN PRIVATE - EXCLUSION OF THE PRESS AND PUBLIC**

To consider adopting the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on the following item as it may involve the likely disclosure of exempt information as defined in Schedule 12A (Category 16) of the said Act.”

9 **GOVERNANCE REVIEW OF THE ISLE OF ANGLESEY CHARITABLE TRUST** (Pages 33 - 60)

To submit a report by the Secretary in relation to the above.

10 **ITEM LIKELY TO BE TAKEN IN PRIVATE - EXCLUSION OF THE PRESS AND PUBLIC** (Pages 61 - 62)

To consider adopting the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on the following item as it may involve the likely disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

11 **YNYS MÔN ISLAND GAMES** (Pages 63 - 66)

To submit a report by the Treasurer in relation to the above.

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Isle Of Anglesey Charitable Trust Committee

Minutes of the meeting held on 15 March 2016

- PRESENT:** Victor Hughes (Chair)
T LI Hughes (Vice-Chair)
- R Dew, Ann Griffith, John Griffith, D R Hughes, W T Hughes, H E Jones, G O Jones, Richard Owain Jones, Raymond Jones, Alun W Mummery, Dafydd Rhys Thomas and Ieuan Williams.
- IN ATTENDANCE:** Secretary,
Treasurer.
- Officers from the Isle of Anglesey County Council (herein referred to by their IOACC job titles)**
- Legal Services Manager (RJ) (Item 1),
Committee Officer (MEH).
- APOLOGIES:** Vaughan Hughes, Llinos Medi Huws, Carwyn Jones, A M Jones, R.Meirion Jones, Jeffrey M.Evans, R G Parry OBE, Dylan Rees and J A Roberts.
- ALSO PRESENT:** None
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1 DECLARATION OF INTEREST

Messrs. R.A. Dew, John Griffith, Derlwyn R. Hughes, G.O. Jones, H. Eifion Jones, Alun Mummery, Ieuan Williams declared a personal interest in respect of Item 6 – Major Grant Awards 2016 with regard to the Eisteddfod Genedlaethol 2017 application. The Members stated that they are on local Eisteddfod Funding Appeal Committees within their communities. The Legal Services Manager said that the Members of the Charitable Trust who are on local community Eisteddfod Genedlaethol 2017 funding appeal committees need to declare a personal interest but are able to take part and vote with regard to the issue. However, if any Member of the Charitable Trust is a member of the Eisteddfod Genedlaethol 2017 Executive Committee or Sub-Committees of the Executive Committee then they would need to consider declaring a prejudicial interest.

The Chair wished it to be recorded that he has resigned from the Eisteddfod Genedlaethol 2017 Executive Committee recently.

2 MINUTES

The minutes of the meeting held on 27 January, 2016 were confirmed.

3 BUDGET 2016/17

Submitted – the report of the Treasurer in relation to the above.

RESOLVED :-

- To adopt a budget for 2016/17 as follows :-

Oriel Ynys Môn	£215k
Village Halls	£80k
Community & Sporting Facilities and Minor Grants	£125k
Larger Grants	£200k
Continued Long Term Commitments (shown in table 3 within the report)	£200k

- To delegate to the General Grants Committee the sum of £125k to deal with applications for Community & Sporting Facilities and Minor Grants;
- To delegate to the Regeneration Committee the sum of £200k to deal with applications for larger grants.

4 REPORTS OF SUB-COMMITTEES OF THE CHARITABLE TRUST

Regeneration Committee

The minutes of the following meetings of the Regeneration Committee were confirmed and adopted where necessary :-

- Minutes of the meeting held on 24 February, 2016;
- Minutes of the meeting held on 3 March, 2016.

5 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

6 MAJOR GRANT AWARDS 2016

Submitted – the report of the Treasurer in relation to major grant awards for 2016.

The Treasurer reported that the Regeneration Committee held on 3 March, 2016 recommendation to the full Charitable Trust was that all four applications submitted were worthy of support but were mindful that the total value of the sum requested was greater than the funding available. The Regeneration Committee recommended that the following grants be awarded :-

Menter Iaith Môn - £50,000 for one year only;
Eisteddfod Genedlaethol Cymru 2017 - £37,500;
Llangefni Social Enterprise - £37,500 – subject to confirmation that all other funding has been secured and that the scheme is going ahead;
Cwmni Fran Wen - £45,000 – for one year only.

The Regeneration Committee also recommended that the applications received after the closing date on 10th February, 2016 will not be considered.

The total allocation is £170,000 and the allocation is 50% of the total sum requested in all cases and only allocates grant funding for one year only which complies with the previous decision taken by the Trust.

Following deliberations it was **RESOLVED to approve the recommendations of the Regeneration Committee held on 3rd March, 2016 :-**

- To award grants to the 4 organisations as noted above;
- That the applications received after the closing date of 10th February, 2016 will not be considered.

7 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

8 GRANT AWARD TO THE ANGLESEY AGRICULTURAL SHOW SOCIETY

Submitted – the report of the Treasurer in relation to the grant award to the Anglesey Agricultural Show Society.

The Treasurer reported that the Anglesey Agricultural Show Society grant application submitted to the Charitable Trust to improve facilities at the Showground has been amended due to funding from a local company been less than anticipated. The full Charitable Trust was requested to reconsider the application made in light of the changes that have taken place and the response of the Show Society and to determine whether the original offer of £60,000 should be honoured or whether a lower sum should be considered.

Following deliberations it was **RESOLVED to honour the grant of £60,000 to the Anglesey Agricultural Show Society as approved by the full meeting of the Charitable Trust held on 13th July, 2015.**

**Mr. T. Victor Hughes
Chair**

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ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	ISLE OF ANGLESEY CHARITABLE TRUST
DATE:	13 SEPTEMBER 2016
TITLE OF REPORT:	SMALLER GRANTS ALLOCATION 2016/17
PURPOSE OF REPORT:	TO REPORT TO THE ISLE OF ANGLESEY CHARITABLE TRUST COMMITTEE THE DECISION OF THE GENERAL GRANTS COMMITTEE ON THE SMALLER GRANTS ALLOCATION FOR 2016/17
REPORT BY:	TREASURER OF THE ISLE OF ANGLESEY CHARITABLE TRUST
ACTION:	TO DETERMINE WHETHER THE DECISION OF THE GERAL GRANTS COMMITTEE, IN RESPECT OF SMALL GRANTS, REQUIRES THE APPROVAL OF THE FULL TRUST

1. BACKGROUND

- 1.1. Annually the Trust allocates a sum of money to fund grant applications for Community and Sports Facilities for grants less than £8,000 (“small grants”). For the 2016/17 grants the Trust has taken two decisions previously, in respect of the grant awarding process and which Committee (General Grants or Full Trust) is authorised to make the decision.
- 1.2. On 27 January 2016, the Full Trust resolved to allocate a sum of £125,000 towards Community and Sports Facilities and that the allocation of grants to individual organisations will be subject to approval of the full Charitable Trust. However on the 15 March 2016, the Trust considered a report on the 2016/17 budget and resolved to delegate to the General Grants Committee the sum of £125,000 to deal with applications for Community and Sporting Facilities.
- 1.3. The wording of the resolutions arose from the wording of the reports prepared by the Officers but there is a clear inconsistency between the wording of the two resolutions. This inconsistency has resulted in delays in notifying organisations on the outcome of their application as it is now unclear whether the decision of the General Grants Committee requires approval of the Full Trust.

2. SUMMARY OF THE APPLICATIONS RECEIVED IN 2016

- 2.1. In March 2016 the Trust placed an advert in two local newspapers, and on the Council’s Facebook and Twitter pages, inviting organisations to apply for small grants for 2016/17. These grants would be funded by The Isle of Anglesey Charitable Trust and the Welsh Church Fund.

- 2.2. In total, 41 applications were received, with 33 of these applications being for the Isle of Anglesey Charitable Trust and 8 applications for the Welsh Church Fund. The applications for the Isle of Anglesey Charitable Trust were considered on the 13 July 2016 by the General Grants Committee.
- 2.3. The Committee resolved to approve 18 applications which amounted to £61,398. However, 5 of the applications lacked the information required by the Committee to make a decision on the day, and it was resolved that a secondary meeting would be arranged to decide these applications. This meeting is yet to take place, and the total for these 5 applications amounts to £26,734. There were 10 applications that were unsuccessful.
- 2.4. The details of the individual applications and the decision/recommendation of the General Grants Committee are noted in the minutes of the Committee which appear as a separate item on this agenda.

3. DECISION FOR THE TRUST

- 3.1 The Trust is requested to resolve whether the decision of the General Grants Committee in respect of Small Grants requires the approval of the Full Trust or whether the decision is delegated to the General Grants Committee. The outcome of this decision will impact on the decision the Trust will take when considering the minutes of the General Grants Committee. i.e.:-
 - i. If the decision of the general Grants Committee requires the approval of the Full Trust then this approval needs to be resolved by a majority of the Members in attendance at this meeting.
 - ii. If the decision on Small Grants is delegated to the General Grants Committee then the Full Trust need only to note the minutes of the General Grants Committee.

General Grants Committee

Minutes of the meeting held on 13 July 2016

PRESENT:	Lewis Davies, R Dew, Jim Evans, Vaughan Hughes, Victor Hughes, Llinos Medi Huws, Richard Owain Jones, Jeffrey M.Evans and P S Rogers
IN ATTENDANCE:	Officers from the Isle of Anglesey County Council (herein referred to by their IOACC job titles) Accountancy Services Manager (BHO), Committee Officer (MEH).
APOLOGIES:	Dylan Rees
ALSO PRESENT:	None

1 ELECTION OF CHAIRPERSON

Mr. Jeff Evans was re-elected Chairperson for the General Grants Committee.

Mr. Evans thanked the Members for their confidence in him.

2 ELECTION OF VICE-CHAIRPERSON

Mr. Lewis Davies was elected Vice-Chairperson for the General Grants Committee.

3 Declaration of Interest

Mr. Jeff M. Evans declared an interest in respect of application 04 – Clwb Caban Rhoscolyn and took no part in the discussion of the application.

Ms. Llinos Medi Huws declared an interest in respect of application 22 – Anglesey Gymnastics Club and took no part in the discussion of the application.

Mr. Richard O. Jones declared an interest in respect of application 03 – Relay for Life Gwynedd & Anglesey and took no part in the discussion of the application.

Mr. Peter S. Rogers declared an interest in respect of application 39 – Ynys Môn Young Farmers and took no part in the discussion of the application.

4 MINUTES

The minutes of the meeting held on 8 July, 2015 were confirmed.

5 ANNUAL GRANTS 2016/17

Submitted – a report by the Treasurer in relation to the above.

It was reported that the purpose of the report was to consider applications relevant to the Isle of Anglesey Charitable Trust. Allocations are made annually for the Isle of Anglesey Charitable Trust to the following categories of projects :-

- Community and Sporting Facilities (small capital projects)

- Other Grants (mainly one-off small grants)

At its meeting on 27 January, 2016 the full Trust resolved to delegate a budget of £125,000 to this Committee for the annual grants programme. The full Trust also resolved that the allocation of grants to individual organisations would be subject to the approval of the full Charitable Trust. The grant limit in respect of Community and Sporting Facilities Grants is £8,000 and up to 70% of the eligible cost. However, in its meeting on the 21 April, 2011, the full Trust resolved to provide flexibility to this Committee to increase the upper limit and percentage rate of support in light of applications received.

The relevant Officers from within the Isle of Anglesey County Council have considered and prioritised the applications received as far as possible and consistent with the Trust's decisions and criteria established in previous years. The Officers' recommendations are shown in Appendix A attached to the report. A joint referencing system has been employed for both grants put forward to this Committee and for grant applications to the Welsh Church Fund. These applications are considered in accordance with the 'Criteria for the Allocation of Grants from the Isle of Anglesey Charitable Trust', a copy of which was attached as Appendix B to the report.

Members of the Committee were concerned that grant applications seemed to have decreased this year by up to 20%. The Chair stated that he would like to see the Charitable Trusts' grants been promoted more and that assistance and guidance been afforded to organisations when filling applications for grants. It was suggested that Medrwn Môn is an organisation that could be available to organisations to give assistance in filling in applications.

It was **AGREED** that a workshop be arranged to review the annual grants procedure and that support be given to applicant to simplify the process for applying for annual grant allocation from the Charitable Trust.

The applications received and sums recommend for Community and Sporting Facilities – Capital Grants for 2016/17 are as follows :-

01	3D KIDS	To facilitate social activities for Children & adults (0-25) and their families
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It was RESOLVED :-

- **That whilst the Committee supported the grant application it was considered that there was a lack of information within the application as to what activities the organisation intend to use the grant;**
- **To request the Officer's to contact the applicants and to discuss matter further;**
- **To authorise the Chair and Vice-Chair of this Committee to allocate a grant of £2,100 if they are satisfied with the response of the organisation.**

02	Hotspur Football Club	Refurbish spectator area	£3,900
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03	Relay for Life Gwynedd & Anglesey	Costs for hosting the relay event which takes place on the 9 th and 10 th July. The funds raised contribute to coping with cancer strategies, psychologic and practical support	£1,000
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The Chair, Mr. Jeff Evans stood down as Chair of the Committee as he declared an interest with regard to application 04 as noted below.

04	Clwb Caban Rhoscolyn	Outside play equipment, gardening equipment, climbing frame, slides, trickes, scooters, water and sand play and dens.	£2,100
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05	Menai Bridge Community and Carnival Group	To purchase marquee and P.A. system.	£1,750
06	Parti Meibion Bara Brith	Funding to create a CD	NIL <i>(Have not submitted estimates or policies)</i>
07	Llanfairmathafarneithaf Community Council	Upgrade CCTV system	NIL <i>(Scheme in excess of £30,000 are not eligible for consideration)</i>
08	Grŵp Cynefin	Provide Community Energy Wardens	NIL <i>(not eligible)</i>
09	Trearddur Bay United Football Club	Purchase storage container	£1,848
14	Bryngwran Cymunedol Ltd.	Refurbish toilet and kitchen and to furnish utility room	£3,000
15	Adlais	Support to fund a 25 year anniversary concert	NIL <i>(not eligible)</i>
16	Llangefni Football Club	Equipment towards maintenance facilities of the Football Club	£4,271
17	Pantri 6	Funding for signage, painting, lowering ceiling, insulation, insulate walls, central heating, install disabled toilet, web page and salary for one post.	£8,000
18	Pentraeth Memorial Hall	Lower ceiling and install new lighting.	£3,117
19	Bodedern Memorial Hall	Refurbishments to the Hall to include replacement windows/boiler/stove and extend the parking ground.	£5,782
20	Llannerchymedd Community Council	Make safe the Community Allotments in accordance with lease requirements and Health & Safety conditions.	£2,100 <i>(subject to a second estimate been received)</i>
21	Cemaes Football Club	Floodlights	£8,000 <i>(subject to securing the grant award from Clwb Padrig)</i>
22	Anglesey Gymnastics Club	Purchase safety equipment	£1,000
23	Morawelon and London Road Regeneration Partnership (Morlo)	To develop a Community garden/allotment on land attached to Gwelfor	£3,753

	Community Centre.	
24	Montage Committee	To organise one day Ynys Môn Writing Festival
		£250
26	Llanfaes Play Areas Association	Equipment to create play area
		£7,120
		<i>(subject to the association securing a 21 year lease on the land)</i>
27	Bryngwran Community Council	Additional fencing for the Bryngwran playing field.
		NIL
		<i>(Received a grant from the Charitable Trust in 2014/15, therefore not eligible)</i>
28	Crafty T'arts	To purchase storage products
		£1,042
29	Moelfre Community Council	Purchase equipment for the play area and renew the tennis area in order to comply with Health & Safety requirements.
		NIL
		<i>(Not eligible as they received a grant in 2014/15)</i>
30	Saint Gwenllwyfo Church Stained Glass Fund	To fund the publication of a bilingual book 'Trysorau Cudd' hidden treasures of Môn on the history of the 16 th Century Flemish stained glass at the Saint Gwenllwyfo Church.
		£3,000
31	Llanfairpwll Literacy Circle	Celebrate the 40 th anniversary of the Association by holding various activities
		£1,585
32	Anglesey Vintage Equipment Society	To purchase 'portaloo' also furniture and fittings for meeting/training room
		NIL
		<i>(Have submitted un-audited accounts and not submitted policies)</i>
33	North Wales Deaf Association	To refit the NWDA Mobile Unit in order to facilitate assistive equipment and 1:1 sessions in the unit.
		£8,000
34	Côr Ieuenctid Môn	For the purpose of funding a part-time Administrator Co-ordinator.
		NIL
		<i>(Not eligible as the Trust does not support salary costs)</i>
36	Anglesey Royal Sailing Club	Towards the purchase of a safety boat
		£8,000
		<i>(subject to clarification that the application has not received support from the</i>

		Charitable Trust last year)
38 Ucheldre Centre	To provide a full arts centre programme of events, exhibitions, films, satellite broadcasts, workshops, clubs and societies.	NIL <i>(Schemes in excess of £30,000 are not eligible for consideration)</i>
39 Ynys Môn Young Farmers	To fund a project to improve baseline skills of members in order to better their opportunities in terms of employment.	NIL <i>(Not eligible as the Association is currently receiving a grant of £30,000 annually from the Trust)</i>

RESOLVED to approve the amounts, as listed above (£x) [adjacent to the recommended sums], being at a grant rate of 70%.

**Mr. Jeff M. Evans
Chair**

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ISLE OF ANGLESEY CHARITABLE TRUST	
COMMITTEE	ISLE OF ANGLESEY CHARITABLE TRUST
DATE	13 September 2016
TITLE OF REPORT	Grant Awarding Process
PURPOSE OF REPORT	To agree the process for the awarding of large grants including determining the level of funding available and the process for monitoring grants awarded
REPORT BY	Treasurer – Isle of Anglesey Charitable Trust
ACTION	To resolve to accept the recommendations put forward by Officers of the Trust

1. INTRODUCTION

- 1.1. The Charitable Trust has for a number of years awarded small grants to local community groups and organisations. Currently up to £8,000 is awarded and the process has been established over a number of years and works well. These grants are funded from the investment income generated each year.
- 1.2. Over recent years, the Trust has also awarded larger grants to organisations working on Anglesey. Initially grants were awarded on a case by case basis as requests were made to the Trust but in January 2016 a more formal process was introduced, although its introduction has raised a number of issues which this report will address along with recommendations designed to provide the Trust with a long term robust process.

2. SUMMARY OF LARGE GRANTS AWARDED

- 2.1. The Trust has awarded the following large grants in recent years and these are detailed in Table 1 below:

**Table 1
Large Grants Awarded by the Trust**

Organisation	Grant Awarded Each Year					Total £
	2014 £	2015 £	2016 £	2017 £	2018 £	
Anglesey Young Farmers	30,000	30,000	30,000	30,000	30,000	150,000
Urdd Gobaith Cymru	40,000	40,000	40,000	40,000	40,000	200,000
Island Games Association	50,000	40,000	40,000	40,000	40,000	210,000
Holyhead & Anglesey Weightlifting & Fitness Centre	-	60,000	-	-	-	60,000
Menter Môn Leader Scheme	-	110,000	110,000	110,000	-	330,000
Anglesey Agricultural Show	-	60,000	-	-	-	60,000
Menter Iaith Môn	-	-	50,000	-	-	50,000
Eisteddfod Genedlaethol Cymru	-	-	37,500	-	-	37,500
Llangefni Social Enterprise	-	-	37,500	-	-	37,500
Cwmni Fran Wen	-	-	45,000	-	-	45,000
TOTAL AWARDED	120,000	340,000	390,000	220,000	110,000	1,180,000

- 2.2. Following on from the decision to award the grants in January 2016 a number of other organisations have come forward asking how they can apply for larger grants, some stated that they were not aware that the Trust were inviting applications and some raised questions over what was an eligible application i.e. could the grant be used to cover running costs and if an organisation had received a small grant previously did this stop them making an application for a larger grant and vice versa.
- 2.3. If it is the Trust's intention to make annual awards of larger grants by using the growth in the capital value of the investments then a more formal, clearly defined process is required to ensure that grants are awarded in a fair and equitable manner, where the opportunity is open to all.

3. FUNDING LARGER GRANTS

- 3.1. In 2016 a sum of £200,000 was allocated by the Trust as the sum available for larger grants. The decision was taken at a full meeting of the Trust based on a recommendation made by the Treasurer who had been in consultation with the Investment Managers. The figure was based on allocating 20% of the expected growth in the capital value of the fund during 2016.
- 3.2. In order to allow sufficient time for a formal application process to be undertaken the decision as to the amount available for larger grants needs to be taken earlier in the financial year. The Trust resolved at its meeting on 27 January 2016 that the decision as to the sum available each year for larger grants is delegated to the Investment and Contracts Committee. It is proposed that the decision is taken at the November meeting of that Investment and Contracts Committee each year based on a recommendation from the Treasurer in consultation with the Investment Managers from HSBC.

4. APPLICATION PROCESS FOR LARGER GRANTS

- 4.1. To date no formal application process has been set up for the larger grants, previous awards have been made either following an organisation approaching the Trust and asking for financial assistance or as happened in January 2016, following an application process which was not widely advertised due to the time constraints.
- 4.2. It is therefore proposed that the application process is formalised as follows:-
 1. In November each year the Investment and Contracts Committee determine the sum available to fund larger grants. It may arise, that due to a reduction in the capital value of the investments, the Committee decides not to allocate any funding to larger grants.
 2. If funds are available, organisations should be invited to submit applications. The invitation should be publicised through placing advertisements in local newspapers and by using the Council's website and social media (as currently happens with the smaller grants).
 3. The deadline for submitting applications would be 31 January.
 4. Applications would then be assessed by the members of the Regeneration Committee during February with recommendations being considered by the meeting of the Full Trust in March each year.

5. QUALIFYING CRITERIA

- 5.1. The qualifying criteria for the larger grants are based on two previous reports which have been considered by the Trust

22 September 2015

- i. The report confirmed that applications must assist in the delivery of at least one of the 8 objectives of the Trust.
- ii. No organisation would be awarded a larger grant in any two consecutive years or in more than two years in any five.
- iii. Applications must not cover interest payments, financing charges or any banking fees.

27 January 2016

- i. Applicants needed to demonstrate the sustainability of the project and that it could continue without further grant funding from the trust
 - ii. Applicants needed to demonstrate what the success criteria for the project would be and how they would be measured
- 5.2. The question that has been raised is whether the larger grants can be used to meet revenue running costs of the organisation or are grants limited to capital projects as is the case with the smaller grants. To date the larger grants awarded have covered both one year capital projects and been a contribution to the running costs of the organisations over a longer period of time.
- 5.3. Allocating grants for specific capital projects does make it easier to measure the impact that the grant has had and makes the monitoring of compliance against the original application easier but the objectives of the trust does not specifically mention that assistance will only be given towards capital projects.
- 5.4. As one of the previous criteria set was sustainability, it would be difficult for any application which requests assistance with funding the running costs of a project or organisation to meet the sustainability criteria, unless the applicant could demonstrate that the funds from the Trust would be replaced with funding from other sources or by means of the organisation generating additional income in the future. It is therefore proposed that applications which request assistance to meet general running costs should be considered but the applicant must be able to clearly demonstrate that the project is sustainable once the funding from the Trust ends.
- 5.5. Clarity is also required on the point as to whether an organisation who has previously received a small grant can then make an application for a larger grant. As the Trust has previously decided that an organisation cannot receive a grant in consecutive years and no more than two grants in any five year period, it is reasonable for this to include small or large grants? i.e. an organisation cannot receive a small grant in one year followed by a larger grant in the next but they can receive a small grant and a large grant in any rolling five year period.

6. LEGAL AGREEMENTS

- 6.1. To date no formal standard legal agreement has been drawn up and agreed by the Trust. The legal agreement would clearly set out what the grant funding should be used for, what performance targets have been set, how the project will be monitored and set outs the rights of access for the Trust and allows for the recovery of the grant should it be deemed necessary to do so. A draft of a standard agreement is attached as Appendix 1 and the Trust is asked to approve this draft, although it should be noted that some parts of the agreement will change for each grant awarded.
- 6.2. The question which then arises is the level of security the Trust requires in respect of each individual grant, in order that the grant can be recovered from an organisation should the need arise. It is noted that it is not the intention of the Trust to make applying for a grant difficult or that the Trust would immediately seek to recover a grant when a breach to the grant conditions occurs. The level of security can differ and can include:-
1. A charge being placed on the assets purchased with the grant and the charge not being released until such time that all the grant conditions have been complied with.
 2. A charge on other assets owned by the organisation and again the charge is not released until such time that all the grant conditions have been complied with.
 3. A performance bond being requested equivalent to the full value of the grant. Putting such a bond in place would come with a cost which could fall on either the applying organisation or the Trust itself.
 4. A parent company guarantee (if a parent company exists). This may not always be possible.
 5. Reliance on the grant funding agreement as the legal basis to recover the grant. This may be costly in terms of legal fees and may not be successful e.g if the organisation enters administration or liquidation and there are insufficient funds available to repay the grant.
- 6.3. The Trust is requested to consider the above and determine the level of security they wish to have in place within the agreement.

7. MONITORING COMPLIANCE WITH THE GRANT CONDITIONS

- 7.1. For the smaller grants, the monitoring of compliance with the grant conditions rests with an Officer who forms part of the Administration Team within the Lifelong Learning Service assisted by staff of the Finance Service. The work for the Trust is undertaken in addition to their duties as an employee of the Council.
- 7.2. The monitoring work for these smaller grants is normally straight forward in nature and normally only requires the staff to ensure that documentary confirmation is received that the expenditure has been incurred. A monitoring visit may also be undertaken to confirm that assets purchased are still in the applicant's ownership.

- 7.3. Projects funded by larger grants are more complex in nature and may require the examination of the applicant's accounting records and may require monitoring over a longer period as the funded project progresses e.g. it may be a large capital project, part funded by the Trust, which is implemented over a longer time period.
- 7.4. Clearly the monitoring of these larger grants is more time consuming and the staff who currently monitor the smaller grants do not have the time to undertake this work in addition to their current duties. The question as to how the Trust monitors the grants it awards along with the general administration work of the Trust, currently undertaken by the Council, needs to be addressed. The administration of the Trust is linked to the future governance structure for the Trust but there is a need to have a short term solution in place to monitor the 10 organisations who have already been awarded a large grant and to set up and monitor any larger grants awarded in 2017. The Trust is requested to determine whether they wish to fund a resource in the short term to monitor and administer the larger grants.

8. DECISIONS REQUIRED FROM THE TRUST

- 8.1. The Trust is requested to consider the following:-
 1. To delegate the decision as to the level of funding available to fund the larger grants to be taken by the Investment & Contracts Committee in November each year.
 2. Whether Members agree to invite applications for larger grants from organisations by means of public advertisement, commencing in November with a closing date of late January.
 3. That the applications for larger grants are considered by the Regeneration Committee who will make recommendations to the full Trust in March each year.
 4. To confirm that organisations can make applications for assistance with running costs but the organisation must be able to clearly demonstrate in their application how the organisation will ensure the future financial viability of the project once the funding from the Trust ceases.
 5. That an organisation that has previously received a small grant can apply for a larger grant but an organisation cannot receive a small grant and a large grant in two consecutive years and that only one small grant and one large grant will be awarded in any rolling five year period.
 6. That the Trust accepts the standard grant agreement and delegates to the Council's Monitoring Officer and Head of Function (Resources) / S151 Officer the ability to amend the agreement as required to meet the individual circumstances of any grant.
 7. That the Trust delegates the power to the Council's Monitoring Officer and Head of Function (Resources) / S151 Officer to determine the level of security required with each individual grant awarded.
 8. That the Trust agrees to fund the cost of additional short term resources to assist in the monitoring of the 10 existing grants awarded and to deal with any further grants awarded pending the decision on the future governance of the Trust.

PROPOSED GRANT AGREEMENT

DATE:

Recipient(/You/you):	[COMPANY NAME] LIMITED (No. [NUMBER])
Recipient's Address:	[REGISTERED ADDRESS]
[Recipient's Representative:]	Name: [NAME] Title: [TITLE] Email: [EMAIL] Telephone: [Telephone] Postal Address: [POSTAL ADDRESS]
Grantor(/IACT/we/us):	[COMPANY NAME] LIMITED (No. [NUMBER])
Grantor's address:	[ADDRESS]
Grantor's Representative:	Name: [NAME] Title: [TITLE] Email: [EMAIL] Telephone: [Telephone] Postal Address: [POSTAL ADDRESS]
Commencement Date:	[[DATE] OR The date the Agreement has been signed by both parties.]
Grant:	the sum of £[AMOUNT] to be paid to you in accordance with this Agreement.
Grant Period	Grant Period: the period for which the Grant is awarded starting on the Commencement Date and ending on [DATE BY WHICH THE GRANT MUST BE SPENT].
[Schedules:]	[Schedule 1: the Grant Purpose] [Schedule 2: Claim Form] [Schedule 3: I] [DETAILS OF ADDITIONAL SCHEDULES]
Targets	

1. This Agreement is made up of the following:

(a) The Contract Details.

(b) The Conditions.

(d) The additional Schedules specified in the Contract Details.

2. If there is any conflict or ambiguity between the terms of the documents listed in paragraph 1, a term contained in a document higher in the list shall have priority over one contained in a document lower in the list.

This Agreement has been entered into on the date stated at the beginning of it.

IN WITNESS WHEREOF the Grantor and the Recipient have each/all executed this contract as a deed the day and year first before mentioned

Signed as a deed by [NAME OF
CURRENT TRUSTEE[S]] in
the presence of:

.....

.....

[SIGNATURE OF CURRENT
TRUSTEE[S]]

[SIGNATURE OF WITNESS]

[NAME, ADDRESS [AND
OCCUPATION] OF
WITNESS]

Executed as a Deed by

.....

acting by two of its Directors
or a Director and its Secretary

Director

Director/Secretary]

THIS GRANT AGREEMENT is dated [DATE] (“the Commencement Date”)

CONDITIONS

DEFINITIONS

In this Agreement the definitions in the Contract Particulars apply and are fully incorporated and the following additional terms shall have the following meanings:

Agreement: the Agreement between the Us and You in accordance with the Contract Details, the additional Schedules and these Conditions.

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

Conditions: these Definitions, interpretation and the terms and conditions set out in clause 1 to clause 21 (inclusive).

Governing Body: the governing body of the Recipient including its directors or trustees.

Grant Period: the period for which the Grant is awarded starting on the Commencement Date and ending on [DATE BY WHICH THE GRANT MUST BE SPENT].

Intellectual Property Rights: all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.

Prohibited Act: means:

- (a) Offering, giving or agreeing to give to any of IACT’s employees or agents any gift or consideration of any kind as an inducement or reward for:
 - (i) Doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with IACT; or
 - (ii) Showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with IACT;
- (b) entering into this Agreement or any other contract with IACT where a commission has been paid or has been agreed to be paid by you or on your behalf, or to your knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to IACT;
- (c) committing any offence:
 - (i) under the Bribery Act;
 - (ii) under legislation creating offences in respect of fraudulent acts; or
 - (iii) at common law in respect of fraudulent acts in relation to this Agreement or any other contract with IACT; or
- (d) defrauding or attempting to defraud or conspiring to defraud IACT.

Project: the project described in Schedule 1, the description of which incorporates the application form therein.

Interpretation:

- (a) a reference to a statute or statutory provision is a reference to such statute or provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
- (b) any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms; and

a reference to **writing** or **written** includes emails.

1. THE GRANT AND GRANT PERIOD

- 1.1 The Isle of Anglesey Charitable Trust (**IACT**) has approved to pay the Grant to you for the purposes set out in the **Project** for the Grant Period.
- 1.2 This Agreement sets out the terms and conditions on which the Grant is made by IACT to you.

2. WHAT YOU MUST USE THE FUNDING FOR

- 2.1 You must use the Grant solely for the purposes set out in your application to IACT as detailed in Schedule 1. Any changes in the Project or the funding will require IACT's written consent in advance of implementing the change. Please note that we are not obliged to give our consent but all reasonable requests will be considered.
- 2.2 Should any part of the Grant remain unspent at the end of the Grant Period, you shall ensure that any unspent monies are returned to IACT or, if agreed in writing by the IACT, shall be entitled to retain the unspent monies to use for charitable purposes as agreed between the parties.
- 2.3 Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Recipient to deliver the Project must be managed and paid for by the Recipient There will be no additional funding available from the Funder for this purpose.

3. DURATION

- 3.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary of expiry of the Grant Period, or for so long as any Grant monies remain unspent by you, whichever is longer.
- 3.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

4. HOW TO CLAIM THE FUNDING

- 4.1 The funding can be claimed in quarterly instalments in arrears based on claims submitted in accordance with the timetable below:

Year	Period of expenditure	To be claimed by
2016/17	1.7.2016 – 30.9.2016	31.10.2016
	1.10.2016 – 31.12.2016	31.1.2017
	1.1.2017 – 31.3.2017	30.4.2017

- 4.2 You must submit your claim on the claim form as detailed in Schedule 2 to Carol Snowden at the address shown with evidence of your expenditure, including copies of invoices by the dates stipulated above.
- 4.3 No Grant shall be paid unless and until IACT is satisfied that such payment will be used for proper expenditure in the delivery of the Project.
- 4.4 The amount of the Grant shall not be increased in the event of any overspend in the delivery of the Project.
- 4.5 You agree and accept that payments of the Grant can only be made to the extent that IACT has available funds.
- 4.6 The Grant shall be paid into a separate bank account in your name which must be an ordinary business bank account. All cheques from the bank account must be signed by at least two of your individual representatives.
- 4.7 You shall not transfer any part of the Grant to bank accounts which are not ordinary business accounts within the clearing bank system, without IACT's prior written consent.
- 4.8 You shall promptly repay to IACT any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by you.
- 4.10 IACT We will aim to pay all valid claims as soon as possible and typically within 28 days.

5. ELIGIBLE EXPENDITURE

5.1 The funding can support the following expenditure:

- Capital works;
- Capital equipment and fittings;
- Professional fees.
- Any revenue costs as agreed by IACT

5.2 You shall not use the Grant to:

- (a) Make any payment to members of your governing body; or
- (b) Pay for any of your expenditure commitments entered into before the Commencement Date,

unless this has been approved in writing by IACT.

6. TARGETS

Your Targets are set out in the Contract Particulars. You will report your progress against these targets to IACT on an annual basis.

7. MONITORING

- 7.1 You must maintain and provide us with such documents, information and reports as may be required from time to time in order for us to monitor your compliance with the conditions of the Grant, to include quarterly financial reports.
- 7.2 You must maintain clear accounting records identifying all expenditure in relation to the Project.
- 7.3 A monitoring visit will be carried out by Officers working on behalf of IACT at least once during the course of a financial year which will involve the inspection of financial and other records. The dates of visits will be agreed in advance at a mutually convenient time.
- 7.4 You shall provide IACT with a final report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed.

8. ACCOUNTS AND RECORDS

- 8.1 You must retain this letter and all original documents relating to the funding and expenditure for a period of 6 years from receipt of the final payment of the Grant. The Grant shall be shown in your account as a restricted fund and shall not be included under general funds.
- 8.2 You shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it for a period of 6 years from the end of the Grant Period.
- 8.3 You shall provide us with a copy of your annual accounts within six months (or such lesser period as we may reasonably require) of the end of the relevant financial year in respect of each year in which the Grant is paid.
- 8.4 You shall comply and facilitate IACT's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and IACT.

9. PUBLICITY

Recognition shall be given to the IACT support in any publicity produced as part of the project including websites, leaflets, social media and press releases.

10. PROCUREMENT

You must buy all goods and services required for the project in a competitive and sustainable way so as to demonstrate that you have achieved best value for money.

11. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

- 11.1 It is IACT's intention that the Grant will be paid to you in full. However, without prejudice to IACT's other rights and remedies, IACT may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:
- a) you use the Grant for purposes other than those for which it has been awarded;
 - b) the delivery of the Project does not start within 6 months of the Commencement Date and you have failed to provide IACT with a reasonable explanation for the delay;
 - c) IACT considers that you have not made satisfactory progress with the delivery of the Project;
 - d) you are, in the reasonable opinion of IACT, delivering the Project in a negligent manner;
 - e) you obtain duplicate funding from a third party for the Project;

- f) you obtain funding from a third party which, in the reasonable opinion of IACT, undertakes activities that are likely to bring the reputation of the Project or IACT into disrepute;
- g) you provide IACT with any materially misleading or inaccurate information;
- h) you commit or committed a Prohibited Act;
- i) any of your members, employees or volunteers have (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in IACT's reasonable opinion, bring or is likely to bring IACT's name or reputation into disrepute;
- j) you cease to operate for any reason, or you pass a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- k) you become insolvent, or are declared bankrupt, or you are placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or are unable to pay your debts as they fall due; or
- l) you fail to comply with any of the terms and conditions set out in this Agreement [and/or Development Agreement] and fail to rectify any such failure within 30 days of receiving written notice detailing the failure.

11.2 IACT may retain or set off any sums owed to it by you which have fallen due and payable against any sums due to you under this agreement or any other agreement pursuant to which you provide goods or services to IACT.

11.3 You shall make any payments due to IACT without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

11.4 Should you be subject to financial or other difficulties which are capable of having a material impact on your effective delivery of the Project or compliance with this Agreement you will notify IACT as soon as possible so that, if possible, and without creating any legal obligation IACT will have an opportunity to provide assistance in resolving the problem or to take action to protect IACT and the Grant monies.

12. GENERAL OBLIGATIONS

12.1 You must safeguard the funding against fraud generally and in particular fraud on the part of your management, employees and/or suppliers and notify us immediately if you have reason to suspect that any fraud has occurred or is occurring or is likely to occur.

12.2 You must comply with all applicable laws or regulations or official directives whether derived from domestic, EU or international law.

12.3 You must co-operate fully with the IACT and Officers of the Local Authority working on behalf of the IACT to monitor your use of the funding and your compliance with the conditions.

12.4 You must put in place adequate insurance cover against risks which may arise in connection with any property or activity undertaken in the delivery of the project. We reserve the right to require you to provide proof of your insurance.

13. EQUAL OPPORTUNITIES

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of age, race, gender/gender identification, religion and belief, sexual orientation or any disability.

14. WELSH LANGUAGE

The project should operate fully bi-lingual policy in accordance with the Welsh Language Standards.

15. INTELLECTUAL PROPERTY RIGHTS

15.1 IACT and you agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by either IACT or you before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.

15.2 Where IACT has provided you with any of its Intellectual Property Rights for use in connection with the Project, you shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by IACT.

16. FREEDOM OF INFORMATION

16.1 You acknowledge that IACT is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).

16.2 You shall:

- (a) provide all necessary assistance and cooperation as reasonably requested by IACT to enable IACT to comply with its obligations under the FOIA and EIRs;
- (b) transfer to IACT all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;
- (c) provide IACT with a copy of all information belonging to IACT requested in the request for information which is in its possession or control in the form that IACT requires within 5 working days (or such other period as the

Funder may reasonably specify) of IACT's request for such information;
and

- (d) not respond directly to a request for information unless authorised in writing to do so by IACT.

16.3 You acknowledges that IACT may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from you

17. DATA PROTECTION

You shall (and shall procure that any of your staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**).

18. ANTI-DISCRIMINATION

18.1 You shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

18.2 You shall take all reasonable steps to secure the observance of clause 13.1 by all of your servants, employees or agents and all suppliers and sub-contractors engaged on the Project.

19. HUMAN RIGHTS

19.1 You shall (and shall use your reasonable endeavours to procure that your staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if you were a public body (as defined in the Human Rights Act 1998).

19.2 You shall undertake, or refrain from undertaking, such acts as IACT requests so as to enable IACT to comply with its obligations under the Human Rights Act 1998.

20. LIMITATION OF LIABILITY

20.1 IACT accepts no liability for any consequences, whether direct or indirect, that may come about from you running the Project, the use of the Grant or from withdrawal of the Grant. You shall indemnify and hold IACT, its employees, agents, officers or sub-contractors harmless with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of your actions and/or omissions in relation to the Project, the non-fulfilment of your obligations under this Agreement or its obligations to third parties.

20.2 IACT's liability under this Agreement is limited to the payment of the Grant.

21. WARRANTIES

You warrant, undertake and agree that:

- (a) you have all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
- (b) you have not committed, nor shall commit, any Prohibited Act;
- (c) you shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify IACT immediately of any significant departure from such legislation, codes or recommendations;
- (d) you shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
- (e) you have and shall keep in place adequate procedures for dealing with any conflicts of interest;
- (f) you have and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- (g) all financial and other information concerning you which has been disclosed to IACT is to the best of your knowledge and belief, true and accurate;
- (h) you are not subject to any contractual or other restriction imposed by your own or any other organisation's rules or regulations or otherwise which may prevent or materially impede you from meeting your obligations in connection with the Grant;
- (i) you are not aware of anything in your own affairs, which has not disclosed to IACT or any of IACT's advisers, which might reasonably have influenced the decision of IACT to make the Grant on the terms contained in this Agreement; and
- (j) since the date of its last accounts there has been no material change in your financial position or prospects.

Schedule 1

The Purpose and Application Form

[PLEASE INSERT PROJECT DETAILS HERE]

[PLEASE ENSURE THAT THE RECIPIENT'S APPLICATION FORM IS ATTACHED HEREIN]

Schedule 2

Isle of Anglesey Charitable Trust Claim Form

Post with copies of invoices to: xxxxxxxxx, Council Offices, Llangefni, LL77 7TW.

Name of Project		
Claimant (organisation)		
Claim Period		Claim Number
Contact for any queries		
Project Cost	Total Cost	£
	Total spend to date	£
	Amount Approved (as per offer letter)	
	Amount Previously claimed	£
	Amount now claimed	£
	Balance to be claimed	£
<i>I hereby make application on behalf of the grantee for payment of the grant now claimed from the Isle of Anglesey Charitable Trust. I certify that the approved specifications and cost of the project comply with the Grant Offer letter (and if appropriate to any subsequent agreed variations to the Offer Letter) and that no other grants have been or will be payable from any other source towards the expenditure on which grant is now claimed.</i>		
Signed by claimant		
Position within the organisation		
Date		

Project Costs – Invoice schedule

Invoice Date	Invoice Number	Supplier	Invoice Details	Invoice Amount
			Total Invoices Submitted	

The invoice schedule should be supported by copies of invoices. Payroll costs do not have to be submitted and will be checked during Monitoring Visits.

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DDIM I'W GYHOEDDI NOT FOR PUBLICATION

(GEMAU'R YNYSOEDD YNYS MÔN / YNYS MÔN ISLAND GAMES)

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

Paragraff(au) 14 Atodlen 12A Deddf Llywodraeth Leol 1972 Paragraph(s) 14 Schedule 12A Local Government Act 1972	
Y PRAWF – THE TEST	
Mae yna fudd y cyhoedd wrth ddatgan oherwydd / There is a public interest in disclosure as:- Mae'r adroddiad sy'n atodol yn cynnwys gwybodaeth masnachol sensitif The attached report contains commercial sensitive information	Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:- Gwybodaeth yn ymwneud â materion ariannol neu fasnachol unigolyn penodol (gan gynnwys yr Awdurdod sy'n dal y wybodaeth). Information relating to the financial or business affairs of any particular person (including the authority holding that information).
Argymhelliad: *Mae budd y cyhoedd wrth gadw'r eithriad yn fwy o bwys/ Hai o bwys na budd y cyhoedd wrth ddatgelu'r wybodaeth [* dilewch y geiriau nad ydynt yn berthnasol]	
Recommendation: *The public interest in maintaining the exemption outweighs/ does not outweigh the public interest in disclosing the information. [*delete as appropriate]	

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