

ABERYSTWYTH KRONBERG TWINNING (AKT)

POLICY FOR FINANCIAL ASSISTANCE FOR VISITS TO KRONBERG

Introduction

The aims of the Twinning Association as set out in our constitution are:

2.1 To promote and foster friendship and understanding between the people of Aberystwyth and surrounding area and Kronberg.

2.2 To encourage visits by families and groups and by so doing to broaden the mutual understanding of the cultural, recreational, educational and commercial activities of the linked towns.

2.3 To organise all activities to foster the aims of the Association.

The following sections detail how the Association will deal with requests for financial assistance from groups and individuals who are considering visits to Kronberg and exchanges with individuals and groups from the Kronberg-im-Taunus area.

Principles

- 1) AKT recognises the costs involved in Twinning activities; and has a policy of actively assisting Twinning by donating money to help individuals and groups.
- 2) AKT recognises that its main source of income is a donation from Aberystwyth Town Council; and acknowledges that this donated public money has to be carefully administered, and fully accounted for.
- 3) AKT recognises that financial assistance has to take into account the fact that some people on twinning visits have greater financial needs, e.g. school pupils.

Policy

- 1) Financial assistance cannot be greater than 50% of the cost of any trip or exchange.
- 2) Financial assistance must be sought **before** the visit takes place. AKT will **not** give any financial assistance retrospectively.
- 3) Financial assistance can be given in different ways:
 - a) A sum of money given to the individual/group worked out as a percentage of the total cost.
 - b) A sum of money given to the individual/group to purchase a specific item, e.g. the cost of a coach to an airport.
- 4) Requests for financial assistance will normally be dealt with at AKT Business meetings. The request will be judged according to certain criteria and will either be accepted for assistance or not. Once accepted, there will be further discussion about the level of assistance. Once a quorate meeting of AKT has agreed whether to assist a project and the level of assistance, the secretary will communicate the result to the applicant(s).
- 5) Urgent requests can be dealt with by AKT Officers between scheduled meetings.
- 6) Requests for financial assistance need to be agreed by two-thirds of the members in a business meeting, or two-thirds of the officers.
- 7) Once agreed, the assistance cannot be revoked by a subsequent meeting, unless the sum of money promised is greater than AKT funds in our bank accounts.

Criteria for judging financial assistance

- 1) Does the request fit with the constitutional aims of AKT?
- 2) Is the request a one-off, or does it have the potential to set up a longer-lasting exchange?
- 3) How much is the individual or group paying towards the visit? For people under 18, or groups of people under 18, the assistance offered can be up to a maximum of 50% of the total cost. For adults or groups of adults, the assistance offered can be up to a maximum of 25% of the total cost.

Audit

- 1) All requests for financial assistance must be made using the official request form. All information requested must be attached to the form when the application is made.
- 2) Financial assistance will be given as either:
 - a) A cheque which must be paid into the bank account of the individual requesting assistance or the organisation requesting assistance, or
 - b) An invoice (e.g. for a coach trip) which the AKT treasurer will pay direct.
- 3) After the visit, the individual/organisation has to submit a report about the visit.
- 4) Should the visit not take place for any reason, AKT will require the whole of the donation to be returned to the AKT treasurer.

----- end policy -----

Post-script

The foregoing applies to requests from individuals or organisations for assistance with twinning visits. AKT can still offer to pay the full costs of a person visiting Kronberg for the benefit of the Association, if AKT judges it to be in the Association's interest, e.g. paying for a performer to attend the Christmas Market in Kronberg.

REQUEST FOR FINANCIAL ASSISTANCE FROM AKT

This form is for the use of individuals or organisations who wish to apply for financial assistance in respect of a visit to Kronberg-im-Taunus to further the aims of Town Twinning.

NAME	
ADDRESS	
E-MAIL	
TELEPHONE	
NAME ON BANK ACCOUNT	
POSITION IN ORGANISATION	

For individuals, tick the box for your age

Under 18

18 or over

Why are you seeking financial assistance from AKT? Give a summary of the purpose of your proposed visit to Kronberg-im-Taunus.

Date of proposed visit to Kronberg-im-Taunus	

ADDITIONAL INFORMATION REQUIRED

For individual applicants

Total cost of the trip	£
Funding raised/promised from other sources	£
Have you been to Kronberg before?	
Has anyone from Kronberg visited you in Aberystwyth before?	

For organisations

Total cost of the trip	£
Funding raised/promised from other sources	£
Give your current bank balance	£
Give your expected annual income	£

All organisations also have to supply the following documentation:

- A copy of your constitution
- A copy of your annual accounts (if you have been in existence for more than one year)

Your request will be considered at the next meeting of the Association. If your proposed visit takes place before the next scheduled meeting, it will be considered by the officers of the Association. You will be notified of the result of your application by the secretary.

Notes

- 1) If your application for financial assistance is successful, the treasurer will send the cheque to the person who made the application. If you wish the cheque to be sent to another individual (e.g. your treasurer) please give the address here:

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- 2) After your visit, you will be expected to send a short summary of the visit for our files.
- 3) **If the visit does not go ahead for any reason, AKT will require return of the funds given to you.**