



Towyn and Kinmel Bay Town Council

Grant Application

This application will not be considered unless it is fully completed and accompanied by the documents listed at the end of the application form.

1	Details of organisation applying	Name: Address: Postcode:
2	Details of key contact, with full address (if different from above).	Name: Address: Postcode: Email: Telephone No: Position held in organisation:
	Type of organisation applying (Please delete as appropriate).	- Registered Charity If so, please state your Charity No:- - Community Interest Company - Volunteer Group - Branch of a national organisation - Other; if so, please specify:
4	Briefly describe the aims and objectives of your organisation, and the usual activities/services you provide.	

5	How many committee and overall members are in your organisation? What percentage of members live in Towyn and Kinnel Bay? Is membership/support open to any resident of Towyn and Kinnel Bay, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reasons. Do you obtain funds through membership or subscription? If so, how much per member and income per annum?	Yes/No If No, why? Yes/No If yes, the annual cost per member: Annual income from membership/subscriptions: £
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6	Are you a part of a wider organisation/affiliated to any National Governing Body?	Yes/No If yes please state which organisation/body.
7	Amount of grant requested.	£
8	Total Project Cost	£
9	If the total cost of the project is more than the grant requested, how will the remainder be financed?	
10	Have you/are you planning to apply for any additional grant funding for this project from other organisations? Please provide information on the current status of other applications and expected decision dates.	Yes/No If yes, which organisations, how much have you/will you apply for?
11	Why do you need funding from the Town Council, and what would happen if this would not materialise?	
12	Proposed timeline for project delivery.	Start date: End date:

13	Provide full details of the project or activity for which grant funding is sought. You should explain clearly and simply the purpose for which the money will be used, enclosing any drawings or other explanatory information, if appropriate. Include here also any break-down of the project costs or attach a separate overview. end. Continue on a separate document and attach if necessary.	<table border="1"> <thead> <tr> <th colspan="4">Project Costs</th></tr> <tr> <th>Expenditure</th><th>Cost £</th><th>VAT £</th><th>Total £</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>Total Project Costs</td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Project Costs				Expenditure	Cost £	VAT £	Total £																									Total Project Costs			
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14	What is the need for the project, and how do you know this? Who will benefit from the project and how do you know this?																																					
15	Do you have evidence/letters of community support for the proposed project?	Yes/No If yes, please provide copies of the evidence/letters.																																				
16	Does any part of the grant applied for, relate to any items/events/services which have already been paid for/delivered?	Yes/No If yes, please provide a full explanation.																																				
17	How many of those who will benefit from the project, are Towyn and Kinmel Bay residents? Please also explain if, and how, different sub-sections of the community will benefit in different ways.																																					
18	Explain how and in what way you see the grant leading to a lasting benefit for the Towyn and Kinmel Bay community.																																					
19	How do you intend to promote Towyn and Kinmel Bay Town Council as grant provider as part of project delivery?																																					

20	Does your organisation/group have a designated Bank/Building Society Account in the name of the organisation or/group. How many signatories are required.	Yes/No
21	Bank Details If Grant approved for payment to be paid directly.	Bank Name: Account Name: Account Number: Sort Code:
22	Is there anything else you wish the Town Council to consider when considering this application?	
23	Has Land Owner's Permission been obtained and confirmed in writing (if applicable)?	
24	If you received a grant from the Town Council last year, how much was it for and how was the money spent?	
25	Is your organisation registered for V.A.T.? <i>If yes, please provide your V.A.T. registration number.</i>	Yes/No
26	If your organisation/group provide direct services to young children and/or vulnerable persons, are staff/volunteers/members subject to CRB/DBS Checks.	Yes/No
27	A Policy to ensure the safeguarding of children or vulnerable adults (where applicable).	Yes/No If applicable – Please provide a copy.
28	Have Appropriate Public Liability in Place, if applicable, e.g. Organised Event.	Yes/No If applicable – Please provide a copy.

PLEASE ATTACH THE FOLLOWING INFORMATION WHERE RELEVANT:

INFORMATION NEEDED	SUPPLIED (Delete as appropriate)
A copy of your organisation's written constitution. Also include a list of Officers, where applicable.	Yes/No

(If available): A copy of your most recent annual report.	Yes/No
Copies of your Equal Opportunities, Welsh Language and Safeguarding Policy (If applicable).	Yes /No
Copies of your organisation's most recent bank statements and either: Your organisation's latest audited accounts, showing the organisation's income, expenditure and level of balances and copies of your most recent bank statements. Or: If the organisation does not prepare annual accounts, copies of the bank statements covering the previous twelve months must be enclosed. You must disclose all reserves and savings accounts.	Yes/No Enclosed are:
Three estimates are required for any work in excess of £2500. Copies of any estimates available. If the grant is approved these will need to be seen before funds are released.	Yes/No/NA
Any additional information that may assist the Council in reaching a decision. If you have a budget and/or Business Plan that shows the inclusion of the project, consider supplying this as well.	Yes/No If yes, enclosed are:

Important Information

All Grant Applications are Assessed/Approved, as per the Towyn & Kinmel Bay Town Council Grants Policy.

Successful applicants will be sent a Grant Monitoring & Events/Project Completion Report, which **MUST** be fully completed and returned to the Town Clerk, once the event/project has been completed. This is to satisfy the Town Council's 'Due Diligence Responsibilities, and to ensure that the Town Council is made fully aware how successful/well attended the event/grant has been.

Organisations/Groups receiving Town Council grants must acknowledge the Council in any relevant publicity and event publications, larger grant recipients may be required to display a plaque, supplied by the Council signifying Towyn & Kinmel Bay Town Council's support.

A copy of the current TKBTC Grants Policy can be found on the Town Council's Website and/or Electronic/Paper copies can be requested from the Town Clerk Via Telephone Number 01745 355899 or email 'clerk@towynkinmelbay-tc.gov.uk'

The Town Council is committed to compliance with Data Protection legislation.

The Town Council takes the care of personal data very seriously and is committed to take all steps necessary to keep it safe, secure, up to date and to collect no more than is necessary for the function we have collected it for. We will use your personal information only in connection with the services we provide.

The completed form and supporting documents will be retained by Towyn and Kinmel Bay Town Council and kept to meet legal and financial requirements in accordance with the Data Protection Act. Towyn and Kinmel Bay Town Council will not share this information but reserves the right to use the information to keep in contact with the organisation.

Please visit the Town Council website for further information or request the following copies from the office:

- Data Protection Policy
- General Privacy Notice

Declaration

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the organisation undertakes to inform Towyn and Kinmel Bay Town Council immediately of any changes in the organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a Grant Monitoring Form, which will include invoices and receipts for expenditure, will be completed and submitted to the Council within 3 months of project delivery.

In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.

If for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

The signing and submission of this Grant Application Form constitutes acceptance of the above statements and conditions, and confirms that you have read and fully understand, the Terms and Conditions of the Town Council's Grants Policy.

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For and on behalf of (organisation):

Name (1): Position: Date:

Signature (1):

Name (2): Position: Date:

Signature (2):

All supporting documents along with the application form for grant funding should be returned to the Clerk at Towyn and Kinmel Bay Town Council either by email: clerk@towynkinmelbay-tc.gov.uk or hard copies can delivered to the Towyn & Kinmel Bay Town Council, Community Resource Centre, The Square, Off Foryd Road, Kinmel Bay, Conwy, LL18 5BT.

Any enquiries or assistance required in completing this form should be made to the Town Clerk on the email above or by telephone 01745 355899.