



Towyn and Kinmel Bay Town Council

Small 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.

APPLICANT DETAILS	
Name of organisation:	Community Engagement
Contact name:	Sarah Newman
Position in organisation (if applicable):	Lead Volunteer
Address:	8 Clwyd Park Kinmel Bay
Postcode:	LL18 5EJ
Telephone number:	07818 092 018
Email:	s.newman100@outlook.com
ORGANISATIONAL DETAILS	
Does your organisation have a constitution or Articles of Association? (Please provide a copy if applicable):	No

Type of organisation applying (Please delete as appropriate).	Volunteer Group
Registered Charity If so, please state your Charity No: -	

PROJECT DETAILS	
Project title: Description of project/event (please provide a summary of the project and its objectives)	Community Engagement Halloween Party 2026 To be held at Y Morfa Leisure Club, planned activities and food, for 40 children, aged 5 to 11yrs. Partners / Supporters: PC 2800 Mel Cartledge-Davis NPT - PC Fishlock and PSCO Thatcher Diane Ashcroft, Asda Community Champion Towyn and Kinnel Bay Councilors Kinnel Bay and Towyn Community Association Y Morfa volunteers This will promote good community engagement and an opportunity to meet and engage with their local Neighbourhood Police Team. To reduce anti-social behavior and bring the youth community together.
Who will benefit from the project? (e.g., community groups, individuals, specific areas): How many of those who will benefit from the project, are Towyn and Kinnel Bay residents?	Local youth ages 5-11yrs from the local schools serving Towyn and Kinnel Bay area. 35 - 40 children, plus appropriate adult
Estimated Start and End Date:	October 2026
FUNDING REQUEST	

Total Cost of Project:	£500
Amount Requested:	£250
Breakdown of Costs (please itemise how the funding will be used):	
PACT - £250	
Morfa Leisure Club Hall Hire	£80
Party Bags, Fillers and Prizes	£100
Refreshments	£70
Town Council - £250	
King of the Castle - Bouncy Castle	£70
Burger Van	£120
Refreshments	£60
ASDA - £20	
Additional party bag fillers	£20
If the total cost of the project is more than the grant requested, how will the remainder be financed?	As above
Will you be providing any match funding?	As above
Have you secured or applied for funding from other sources?	Yes
Please explain why this grant is necessary and how the project would be affected without this funding:	This event is organized and carried out by a group of local volunteers, with the support of the local police as part of their community engagement and vision to reduce anti-social behaviour. The event wouldn't be possible without this funding and a lost opportunity for the community to engage with their local Neighbourhood Police Team. Similar events have been very positive. This is a very local community initiative, funds are raised for specific events, no funds are held over. As a local group of volunteers that come together to support Sarah Newman - no funds are held.
Please provide details of any current credit balances or reserves held by the organisation. If applicable, explain why these funds cannot be used for this project:	

Does your organisation/group have a designated Bank/Building Society Account in the name of the organisation or/group.	No
Does your organisation/group have copies of your most recent bank statements if applicable:	No
Bank Account Name:	
Bank Account Number:	
Sort Code:	
	If successful, I will ask Kath to pay / purchase items direct from the list provided.

PLEASE ATTACH THE FOLLOWING INFORMATION WHERE RELEVANT:

INFORMATION NEEDED	SUPPLIED (Delete as appropriate)
A copy of your organisation's written constitution or Article of Association if applicable. Also include a list of Officers, where applicable.	No
Copies of your organisation's most recent bank statements if applicable.	No

Important Information

All Grant Applications are Assessed/Approved, as per the Towyn & Kinmel Bay Town Council Small 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, within one month of when 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.

A copy of the current TKBTC small 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/group.

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.

If 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 to the Council and cannot be added wholly or partly to your reserves.

If for any reason the organisation disbands 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 small 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 Small Grants Policy.

For and on behalf of (organisation):

Name (1): Sarah Newman Position: Lead person/Volunteer Date:

Signature (1):

Name (2): Lynda Griffiths Position: Volunteer/ Town Councilor 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 be delivered to the Towyn & Kinmel Bay Town Council, Community Resource Centre, The Square, Off Foryd Road, Kinmel Bay, Conwy, LL18 5BT.

Organisations/Groups receiving Town Council grants must acknowledge the Council in any relevant publicity and event publications.

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.

FOR OFFICE USE ONLY

Application Received Date: 17/9/26

Decision: Approved / Declined (delete as appropriate)

Amount Awarded: £

Signed on behalf of full council:

Date: