



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: Contact name: Position in organisation (if applicable): Address: Postcode: Telephone number: Email:	
ORGANISATIONAL DETAILS	
Does your organisation have a constitution or Articles of Association? (Please provide a copy if applicable):	Yes / No (delete as appropriate) If yes, please attach a copy of the constitution.
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

PROJECT DETAILS	
Project title: Description of project/event (please provide a summary of the project and its objectives)	
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 Kinmel Bay residents?	
Estimated Start and End Date:	
FUNDING REQUEST	
Total Cost of Project: Amount Requested: Breakdown of Costs (please itemise how the funding will be used): If the total cost of the project is more than the grant requested, how will the remainder be financed? Will you be providing any match funding? Have you secured or applied for funding from other sources?	£ £

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):

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.

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:

Decision: Approved / Declined (delete as appropriate)

Amount Awarded: £

Signed on behalf of full council:

Date: