



Towyn & Kinmel Bay Town Council

Grants Policy

Adopted by TKBTC at Full Council Meeting held on 29/11/2017.

Reviewed & Approved by TKBTC at Full Council Meeting held on 24/03/2021, 24/11/2021 & 7/11/2022.

Revised and Approved by TKBTC at Full Council Meeting held on 2/05/2023.

Revised and Approved by TKBTC at Full Council Meeting held on 26/7/2023.

Revised and Approved by TKBTC at Full Council Meeting held on 07/05/2024.

Reviewed and Approved at the Full Council Meeting held on 19/11/2025.

1. Introduction

- 1.1 Definition: A grant is any payment made by the Council for the specific purpose it is claimed for and for the well-being of the community in Towyn and Kinmel Bay.
- 1.2 Objective: The Council is committed, through this policy, to promote Towyn & Kinmel Bay as a vibrant, active and sustainable community, and contribute to the development of projects and services that benefit that community. In doing so, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.
- 1.3 The Town Council has statutory powers to make funds available to local organisations for the overall benefit of Towyn & Kinmel Bay and its residents (LGA 1971 - S137 & S145)
- 1.4 The Town Council has limited funds available for the awarding of grants and the number of applications/amounts requested each year always exceed the budget available. The awarding of grants and the amount of funding allocated each year is at the sole discretion of the Town Council.

- 1.5 The onus is on the organisation to submit its application to the Town Council; the Council will not distribute application forms automatically.
- 1.6 Applicants should be aware that grants are not ongoing year on year.

2. Rules & Conditions of Grant

- 2.1 Grants are considered/awarded by the Full Council six monthly.

Tranche 1 Applications to be received by 30th June, and considered/awarded/declined by 30th September.

Tranche 2 - Applications to be received by 31st December and considered/awarded/declined by 28th February.
- 2.2 The Town Council will not accept urgent/time critical, grant applications outside of the above dates/times scales.
- 2.3 Grants will normally be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out in this policy.
- 2.4 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 2.5 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 2.6 All applications will be considered on their individual merits.
- 2.7 Grants must not be distributed to any other organisation.
- 2.8 Organisations are responsible for ensuring that they are compliant with all legal and statutory requirements.

3. Applications

- 3.1 To be eligible to apply for a grant the applicant should be able to provide and/or meet all of the following criteria and provide all the requested information listed on the grant application form:
 - a) Voluntary/community group providing a service or activity for the benefit of the residents of Towyn & Kinnel Bay
 - b) Written set of rules, constitution, or other governing document, and can provide a copy with the application which is current and properly authorised

- c) Bank account held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals.
- d) Copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation.
- e) Have a clear financial need. Grants will not usually be awarded for projects or services already delivered/paid for.
- f) Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document)
- g) Policy to ensure the safeguarding of children or vulnerable adults (where appropriate).
- h) Does not have an outstanding loan or is not financially indebted to the Council
 - i) Confirmation that the land owners' permission/consent has been obtained in writing (if applicable).
- j) Provide a full breakdown of the project/activity.
- k) Have Appropriate Public Liability in place, if appropriate, e.g. Organised Event.
- l) Full completed all sections of the grant application form and provide all the required documentation.

3.2 The following are not normally eligible:

- a) Individuals, businesses, schools, religious groups or political parties, however the Town Council will consider applications from School Parent Teacher Associations and/or church sub groups.
- b) Projects that are the statutory responsibility of other authorities.

3.3 If an applicant cannot satisfy all of the above required criteria (see 3.1), and/or come under one of the 'not normally eligible categories' (see 3.2), the Town Council will judge the application on its merits and if perceived to be of sufficient benefit to the Community of Kinmel Bay & Towyn, a grant may be awarded on that basis, if considered appropriate.

4. How to Apply

4.1 Application forms are available on request to the Council and/or can be found on the Town Council's website.

- 4.2 Applications must be made in the name of the organisation to which financial assistance is to be granted.
- 4.3 Different supporting documentation will be required; these are covered in more detail in section 5 and on the application form.
- 4.4 The Council will award a grant at a figure it deems suitable not necessarily the figure that has been applied for.

5. Supporting Documents

- 5.1 Please refer to the Grant Application for full details of the required supporting documentation.
- 5.2 Applications without the necessary supporting documentation will normally not be able to be considered, however refer to 3.3

6. Scoring

- 6.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:
 - a) Voluntary/community group providing a service or activity for the benefit of the residents of Towyn and Kinmel Bay.
 - b) Written set of rules, constitution, or other governing document, and can provide a copy with the application which is current and properly authorised.
 - c) Bank account held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals.
 - d) Copy of their latest annual accounts/latest bank statement/balance sheet or (for new groups) an income and expenditure plan for their first year of operation.
 - e) Have a clear financial need. Grants will not usually be awarded for projects or services already delivered/paid for.
 - f) Equality and/or Equal Opportunities Policy (this policy may be contained within their constitution or other governing document).
 - g) Policy to ensure the safeguarding of children or vulnerable adults (where appropriate).
 - h) Does not have an outstanding loan or is not financially indebted to the Council
 - i) Confirmation that the land owners' permission/consent has been obtained in writing (if applicable).
 - j) Provided a full breakdown of the project/activity.

- k) Have appropriate Public Liability Insurance in place, if appropriate eg organised event.
 - l) Have fully completed all sections of the grant application form and provided all the required documentations.
- 6.2 Scoring against the criteria will/can be undertaken ahead of the meeting and recorded on the scoring matrix.
- 6.3 The scoring will be considered and approved by Town Clerk & the Appointed Finance Councillor/Chair of Full Council.
- 6.4 Applicants will be informed in writing of the outcome of their application.

7. Awards

- 7.1 Grants will normally be paid by direct bank transfer to the account details specified on the grant application form. (Confirmation of the Account details are required by way of an up to date bank statement)
- 7.2 Where larger grants are awarded the Council may request to have the Mayor present the organisation with their grant award and have a photograph taken for a subsequent joint press/social media release.

8. Monitoring & Evaluation

- 8.1 All successful applicants must confirm safe receipt of the grant monies awarded. **(Future applications for grant funding will not be considered unless this is returned)**
- 8.2 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.
- 8.3 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.
- 8.4 All successful applicants will be sent a Grant Monitoring & Event/Project Completion Report which **MUST** be 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. **(Future applications for grant funding will not be considered unless this is returned fully completed)**

9. Transparency and Publicity

- 9.1 The Council will publicise the availability of grant-aid widely throughout the community.
- 9.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 9.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 9.4 Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity, larger grants recipients may be required to display a plaque, supplied by the Council signifying Towyn & Kinmel Bay Town Council's support.