



Towyn & Kinmel Bay Town Council

Grants (Small) Policy

Adopted by TKBTC at Full Council Meeting held on 22/04/2025.

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

Introduction

This policy sets out the guideline and procedure for the allocation of small grants by Towyn and Kinmel Bay Town Council. The purpose of the small grants programme is to support local projects and initiatives that benefit the community.

Rules & Conditions of Grant

Small grants up to the value of £250 are available to any voluntary, community or recreational groups/organisation.

The project must align with Towyn and Kinmel Bay Town Councils objectives and provide clear community benefits.

Applicants must complete the official Small Grants Application Form.

Applications must include a clear project description, expected outcomes, and a detailed budget.

All applications will be reviewed by the Full Council at the next appropriate meeting to when the application is received and assessed against the eligibility criteria.

- The applicant must be based in or serve the residents of Towyn and Kinmel Bay. Funding will not be provided for individuals, commercial business or political activities.
- The project must demonstrate a clear benefit to the local community.

- Organisations should have a governing document (e.g., constitution or articles of association) and a bank account in the organisation's name or bank account with a minimum of two signatories.

Grant Amounts and Conditions

The maximum grant available per application is £250.

Applications must be made in the name of the organisation to which financial assistance is to be granted.

Funds must be used solely for the approved project and within the specified.

Recipients must keep records/receipts of how the grant is spent.

If the project does not proceed as planned, the Town Council reserves the right to request the return of unused funds.

Details of match funding or other sourced grant funding must be provided if applicable.

Details of credit balances or reserves held by the organisation must be provided if applicable.

Most recent bank statement should be provided.

A grants monitoring form must be completed by the applicant, detailing how the funds were used, and the impact of the project must be submitted within 1 month of project completion.

What the grant will not pay for

Funding will not be provided for retrospective application, any costs already paid, or liabilities incurred before submission of the application.

Activities for religious or politically orientated purposes (although applications from religious groups for community activities are welcomed).

Overheads or running costs for the group or organisation (such as rent, insurance, salaries).

Items that it is felt by the Full Council that should be covered by the Community Group/organisation.

Any activity that may conflict with the current aims, objectives or policies of Towyn and Kinmel bay Town Council.

Decision-Making Process

The Full Council will assess applications.

Decisions will be based on the merits of each application and the availability of funds.

Applicants will be notified of the outcome within one week following the Full Council meeting where the grant application is discussed.

The Council will award a grant at a figure it deems suitable not necessarily the figure that has been applied for.

The decision of the Full Council is final.

How to Apply

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