



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.

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

Reviewed & Approved by TKBTC at Full Council Meeting held on 07/11/2022.

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 Financial grants are normally awarded by the Policy Finance & Resources Committee (PF&R) annually, however requests for exceptional/emergency situations may receive consideration. The final decision of assessment of applications and the level of any grant offered up to and including £2,000 is normally delegated to the PF&R Committee. Any applications in excess of £2,000 will be considered and approved by the Full Council.
- 2.2 Grants will normally be judged against clear and consistent criteria, and the successful applicants are normally required to adhere to a number of conditions set out in this policy.
- 2.3 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 2.4 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 2.5 All applications will be considered on their individual merits.
- 2.6 Grants must not be distributed to any other organisation.
- 2.7 Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

3. Applications

- 3.1 To be eligible to apply for a Large grant the applicant should be able to provide and/or meet all of the following criteria:
 - a) Voluntary/community group providing a service or activity for the benefit of the residents of Towyn & 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.
 - f) Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document)
 - g) Public liability insurance to the value of at least £5 million
 - h) Policy to ensure the safeguarding of children or vulnerable adults (where appropriate)

- i) Does not have an outstanding loan or is not financially indebted to the Council
- 3.2 To be eligible to apply for a Small grant, the applicant should meet criteria points a) to e) above.
- 3.3 The Council offers two types of financial grants; small grants up to and including £500 and large grants in excess of £500.
- 3.4 The following are not normally eligible:
 - a. Individuals, businesses, schools, religious groups or political parties
 - b. Projects that are the statutory responsibility of other authorities.
 - c. Grants will not usually be awarded for projects or services already delivered.
- 3.5 If an applicant can't satisfy all of the above required criteria (see 3.1) and/or come under one of the 'not normally eligible categories' (see 3.4) , the Town Council will judge an application on its merits and if perceived to be of sufficient benefit to the Community of Kinmel Bay & Towyn, a grant will be awarded on that basis, if considered appropriate.

4. How to Apply

- 4.1 Application forms available on request to the Council.
- 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 for each type of application; 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 For small grants of up to and including £500 applications should be supported by a simple budget of the group or organisation's activities. In the case of an organisation starting up, a projected budget should be submitted along with a supporting business plan and risk management plan.
- 5.2 For large grants in excess of £500, applications should be supported with the accounts of the relevant organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies, if appropriate.
- 5.3 Applications without the necessary supporting documentation will normally not be able to be considered, however refer to 3.5.

6. Scoring

- 6.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:
- a) Contribute towards community development /public involvement
 - b) Support economic development, tourism or cultural activities
 - c) Provide services for young people, the elderly or vulnerable
 - d) Improve sport, physical activity, health and wellbeing
 - e) Improve the physical environment or address the problem of climate change
 - f) Contribute to something that has not already been paid for
 - g) The applicant can demonstrate collaborative working (different organisations/agencies working together)
 - h) The application is received on or before the closing date as advertised.
- 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 PF&R Committee, being used as a guideline when considering exact amounts of grants to be given.
- 6.4 Applicants will be informed in writing of the outcome of their application.

7. Awards

- 7.1 Grants will normally be paid by cheque, addressed to the name specified on the grant application form. The Council will not normally make cheques payable to individuals. Where considered appropriate, payments can also be made by Bank Transfer, subject to the successful applicant providing written confirmation of safe receipt of the grant monies directly into an account in the name specified on the grant application form.
- 7.2 Where large grants are awarded the Council will aim to have the Mayor present each organisation with their cheque and have a photograph taken for a subsequent joint press 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 disband 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 & Kinnel Bay Town Council's support.