



CYNGOR TREF TYWYN A BAE CINMEL
TOWYN AND KINMEL BAY TOWN COUNCIL

Town Clerk: Dylan Thomas

Community Resource Centre, The Square, Off Foryd Road, Kinmel Bay, Conwy, LL18 5BT

Telephone: 01745 355899

Email: clerk@tkbtc.co.uk assistant@tkbtc.co.uk website link: [Town Council](http://www.town-council.co.uk)

GRANT APPLICATION

In order that the Council may assess your request for a grant, please complete this form and return it to me at the above address.

Organisation Structure

NAME

ADDRESS.....

.....

TEL. No.

Is your organisation constituted?

If yes, please enclose your constitution with this form

How many members in the Group/Club?

How many members in the management Committee?

How are the Management Committee elected?

How are the Management Committee removed?

How is the Committee Accountable?

A) To its members

B) To its funders

What is the frequency of your meetings?

What information is given to your members?

Are your Annual General Meetings held in line with your constitution?.....

Does your organisation have a working Equal Opportunities Policy?

How are complaints about your organisation handled?

Through what other methods is your organisation funded?

Do you have audited accounts?

If yes, please enclose a copy with this form

By what methods are your running costs met?

Does your organisation have a Bank/Building Society Account?

If yes, please enclose a copy of your latest statement

How many signatories are required?

If awarded a grant how do you propose to spend the money?

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If you received a grant last year, how was the money spent?

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Amount of grant required £

IMPORTANT INFORMATION

- All Grant Applications are Assessed/Approved, as per the Towyn & Kinmel Bay Town Council Grants Policy.
- Please Tick the box below to confirm that you have read and fully understood, the Terms and Conditions of the Town Council's Grants Policy.

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- All successful applicants will be sent a Grant/Grant Monitoring & 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.
- Organisations/Groups receiving Town Council grants must acknowledge the Council in any relevant publicity and event publications, larger grant recipients may be required to display a plaque, supplied by the Council signifying Towyn & Kinmel Bay Town Council's support.
- A copy of the current TKBTC 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@tkbtc.co.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. Please visit the Town Council website for further information or request the following copies from the office:

- Data Protection Policy
- General Privacy Notice