CYNGOR TREF PENMAENMAWR
PENMAENMAWR TOWN COUNCIL

GRANT AWARDS POLICY

1. Aims

Penmaenmawr Town Council is committed to supporting local clubs and community organisations, each year it sets aside money in the budget to support organisations with grants. It values the diversity and strengths of the local voluntary sector and acknowledges its independent role in the community.

The Council awards grants, at its discretion, to organisations in or covering the Town which can demonstrate a clear need for financial support to benefit the town and/or its residents by:

- Promoting Penmaenmawr in a positive and lasting way.
- Providing a service, or improving a service's effectiveness, to Penmaenmawr residents.
- Meeting the needs of residents experiencing social or economic difficulties.
- Enhancing residents' quality of life, health or wellbeing.
- Improving recreation or sport provision for residents.
- Improving the environment or sustainability.

2. Legal Powers

Grants may only be allocated where there is a specific power in law to do so. When recommendations are made and a resolution passed to award a grant, the power by which it is awarded must be identified.

Where there is no specific power existing in other legislation, and where in the Council's opinion, the grant would benefit its area or its residents then S137 of LGA 1972 will be applied.

3. Grant Applications

Applications will need to fulfil, or be compliant with, the following criteria

a) Applications will be accepted from charitable and not-for-profit organisations, as well as constituted community organisations and groups. CIC (Community interest Company) applications will be considered on a case-by-case basis.'.

b) The Full Council will consider grant applications twice a year (June/ November) However, grant applications can be submitted at any time and will be held on file until presented at one of the grant review meetings.

c) All applicants will be required to complete an application form.

d) All application forms must be sent to the Town Clerk.

e) The Town Clerk will assist and help steer applicants, if required, to help ensure all the necessary information is ready for presentation and discussion at the appropriate meeting.

f) Grant application forms will be available on the Council's website and available from the office.

g) In addition to the application form applicants will be required to provide the following supporting information:

- A copy of the applicant's written constitution, with details of the organisation's aims and purpose.

- A copy of the previous year's organisational accounts showing the organisation's income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous twelve months must be enclosed.

h) All supporting, and any additional relevant information must be submitted with the application.

4. Awards Process

Decisions will be made by the Full Council.

The Clerk will give notice to the applicant at which meeting the grant application will be considered. The applicant will be expected to be present to answer any questions.

The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council. All applicants will be contacted as soon as possible following a decision.

Grant applications will be assessed on the following criteria:

- How well the grant meets the needs of the community.
- How well the project provides lasting, positive benefits to residents.
- How inclusive the organisation or the project is.
- How well the applicant will be using the grant to its best effect.
- How appropriate and realistic the costs are.
- The level of contribution requested, and other funding being provided or sought.
- Is the Council the most appropriate body to fund the application.
- How well the organisation applying is managed and constituted.

Grants awarded are conditional and may only be used for the specific purpose declared in the grant application, and in accordance with any further conditions detailed in the grant award confirmation letter.

If the identified expenditure, project or activity does not progress, or if any of the conditions cannot be met, the grant must be returned to the Town Council.

Evidence that the money has been used as specified in the grant application must be provided within the same financial year the award was made.

5. Publicity

The Town Council requires acknowledgement of its contribution in any publicity material. Some grants may be formally recognised with a presentation by the Town Mayor,

6. Policy Approval and Review

Document Version Control			
Approval By	**Adoption Date**	**Approved**	**Next Review Date**
Steven Consterdine	1st September	Full Council	July 2025