



CYNGOR • TREF  
**LLANDUDNO**  
TOWN • COUNCIL

### **Grants Policy**

The Town Council has statutory powers to make funds available to local organisations for the overall benefit of the town and its residents (LGA 1972 s137, s145). This policy sets out the Town Council's procedures for grant making and to formalise the application process to ensure access, openness and fairness.

Grants can be awarded to voluntary and charitable organisations which provide a service for, or the benefit of, the whole community within the Llandudno area, or a particular group of residents. All organisations must be of a non commercial nature. The Town Council gives variable grants, considering each application on its merits.

As well as grants to existing organisations, the Town Council can also provide start up grants for new organisations.

Grants are, generally, considered annually but requests for exceptional/emergency situations may receive consideration.

Please note that the Town Council has limited funds available for awarding of grants and the number of applications each year always exceeds the budget available. The awarding of grants and the amount of funding allocated is at the discretion of the Town Council. In 2017 the total grants awarded by the Town Council exceeded £95,000.

#### **Who can apply:**

The following may apply for grant aid:

- A Llandudno based club/association/charity serving a specific section of the community or the community as a whole. All must be of a non commercial nature.
- Residents of Llandudno requesting grant aid with a project/event, which will be for the benefit of the local community.
- Applications may also be considered from:
  - An organisation/group, local, regional or national which serves the needs of the Town (ie the wards of Craig y Don, Gogarth, Mostyn, Penrhyn, Tudno).
  - A local branch of a regional or national organisation/group which serves the needs of the residents of Llandudno.

#### **To be eligible for a grant:**

An organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and be non commercial.
- Have a constitution (or set of rules) which define its aims, objectives and operational procedures.

- Be able to provide a copy of its latest audited annual accounts and most recent bank statements.
- Have a clear financial need.
- Have a specific brief for how the money will be spent to benefit the Llandudno community.

### **What will not normally be funded:**

Council regrets that it cannot, normally, consider applications from the following:

- 1.1 'Upward funders' i.e. local groups whose total fund raising is sent to a regional or national headquarters for re distribution and not spent locally.
- 1.2 Schools - LEA funded and private schools.
- 1.3 Events which can be seen to be politically motivated

### **New organisations:**

If the applicant is a new organisation, or about to form, and does not have audited accounts/a constitution/other relevant information then a copy of the most recent bank statement or supporting documentation should be submitted. The Council will need to know why the group is being formed, the need for the group, and how it will be continued. The Council will also need to be satisfied that the project for which grant aid is sought will be delivered and may impose conditions or delay the award until the project is completed.

### **How to apply:**

1. Applications from voluntary organisations within the town ward areas will be considered, as will applications from organisations based outside the Town.
2. Applications should be made on the Town Council application form (available from the Town Council Office/Website) and be accompanied by a covering letter on headed paper, the latest available audited accounts, a balance sheet/bank statement, and a copy of the constitution. Any supporting documentation, within reason, will be welcomed.
3. Applications must be received by the last Friday in October, each year, for the awarding of grants in the following financial year. Late applications will not be accepted unless in emergency/exceptional circumstances.
4. Applicants must indicate all other funding applied for/received, including other Town Councils and local authorities.
5. The onus is on the applicant to ensure that their application has been received by the Town Clerk at Llandudno Town Council.
6. The Town Council will acknowledge all properly made applications received. Any applications deemed to be incomplete will be returned to the sender.
7. The Town Council reserves the right to request any additional information to aid the determination of the application.

### **How decisions are made by Council:**

1. The Grants Sub Committee will consider grants annually, mid November. The Town Council may not be able to fund all projects as there may be more applications than money available. All applications will be considered carefully, but you might not receive the full amount of grant that you apply for.

2. The application will, generally, be assessed on some or all of the following criteria: general eligibility; impact on local need; community involvement; education, community support; value for money; environmental impact; feasibility; likely effectiveness.
3. Recommendations from the Grants Sub Committee will be submitted to the Finance & General Purposes Committee for consideration then final approval will be given.
4. After ratification by the Finance & General Purposes Committee, which has delegated powers, applicants will be notified of the outcome of their application.
5. All grants are discretionary. The decision of the Town Council is final and the Council will not enter into correspondence concerning the assessment of the grant.
6. Grants cheques are usually sent out by the end of June each year.
7. Grant awards over £2,500 will be paid in two instalments.

**Conditions of grant:**

Should any of these conditions not be met, it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim all/part of any grant not being used for the specified purpose of the application.
2. Some applicants may be required to produce a written report and/or other evidence of how the money has been used.
3. Prior approval of the Council is required if any change of purpose of the grant is required.
4. Should for any reason the organisation disband during the period of the grant, the Council may ask for all/part of the monies to be paid back.
5. Grants must be used within twelve months.
6. Grants must not be distributed to any other organisation.
7. Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.
8. The applicants must acknowledge, where possible, the financial support of the Town Council on promotional literature. Organisations in receipt of a grant award of over £2,500 will be asked to display a laminated certificate, provided by the Town Council, acknowledging the Town Council's funding support.
9. An organisation may only submit one grant application per year.