



PENMAENMAWR TOWN COUNCIL GRANTS SCHEMES POLICY

Penmaenmawr Town Council's Grants Schemes aim to:

- Support community activity – by encouraging our community to meet its needs through voluntary action, self-help projects, improvement to local facilities or assistance with events.
- Extend access and participation – by encouraging more of our residents to become actively involved in local groups and projects, and by supporting activities that aim to be open and accessible to everyone who wishes to take part.
- Increase skill and creativity – by supporting activities which help to develop our residents and our communities' organisations, and improve skills and raise standards.
- Improve the quality of life – by supporting local projects that improve our residents' opportunities, health, welfare, environment or local facilities, especially for those most disadvantaged in society.

To be considered for a grant, you must show how your project meets at least one of the above aims.

Penmaenmawr Town Council wants to support:

- Projects that bring people together
- Projects that deliver something new to the community
- Projects that help or create opportunities for disadvantaged groups and individuals
- Projects that bring different ages, experiences and/ or backgrounds together
- Young persons within the community who want to volunteer
- Organisations with an annual income of less than £15,000

AVAILABLE GRANTS

- Grants and Donations Fund: for grants up to £500
- Community Fund: for larger grant applications over £500
- Youth Fund: grant up to £500 for activities and projects involving young people 25 years or younger
- Go Volunteer: grant for 16-25 year olds to volunteer abroad for a short time, maximum £1000
- Match funding: maximum £500

Financial support from Penmaenmawr Town Council must be acknowledged on all publicity material including printed, electronic and broadcast media.

WHO CAN APPLY

Voluntary and community organisations are also known as ‘third sector’ organisations, as they are separate from the public and private sectors. They are value led organisations established for social purposes rather than the pursuit of profit and they reinvest surpluses to help tackle issues facing people and their environments.

As the grants on offer are sourced from public money, Penmaenmawr Town Council has to exercise great caution in administering the schemes. Therefore, only the following are permitted to submit applications:

- Constituted community groups
- Unregistered constituted charities
- Registered charities
- Charitable Incorporated Organisations
- Co-operatives
- Friendly Societies
- Industrial and Provident Societies
- Community Interest Companies limited by guarantee with a large membership
- Companies limited by guarantee with a large membership
- Individuals under the Match Funding, Youth Fund and Go Volunteering schemes only

, We cannot accept applications from:

- Individuals (unless a specific application is being made under the Match Funding, Youth Fund or Go Volunteer schemes)
- Sole Traders

- Any form of profit making organisations and/or companies (the Private Sector)
- Statutory organisations (the public sector)
- Organisations deemed by PTC to be in poor financial health
- Organisations deemed by PTC to have poor governance structures
- Organisations that do not hold Annual General Meetings where the larger membership cannot attend and vote on proceedings
- Organisations that have no accountability to a wider membership

THE RULES

As with all grant making bodies, we have to have certain rules to ensure that the money we give out is used responsibly; these rules are slightly different depending on which grant scheme you are applying to. However, there are two rules that apply consistently for all grant schemes:

- no one individual and/or organisation may apply for grant funding more than once in any one Penmaenmawr Town Council financial year, and
- all applications must be made on the respective Penmaenmawr Town Council application form.

When you apply, we recommend that you read both the guidelines and the full terms and conditions for the respective grant scheme. If you have any difficulty in understanding the documents, you are welcome to phone the Town Clerk on 01492 623221 or email clerk@penmaenmawr.org

WHAT A GRANT CAN AND CANNOT PAY FOR

It is difficult to cover every eventuality and scenario but here are the types of things a grant will and will not cover:

What a grant will cover:

- Educational toys and games
- Equipment hire
- IT equipment
- Publicity materials for use in your project
- Refurbishment of buildings
- Training
- Transport costs
- Updating equipment for health and safety reasons

- Venue hire

What a grant will not cover:

- Costs you incur before we confirm our grant
- Any costs you incur when putting together your application
- Day-to-day running costs (including, but not limited to, utilities, council tax, rent and insurance)
- Professional fees
- Contingency costs
- Items and services that mainly benefit individuals (for example, equipment that is not shared)
- Loans, mortgages or interest payments
- Ongoing staff costs (including salaries of permanent or fixed term staff)
- Routine repairs and maintenance to buildings

The above is in no way exhaustive and if you have any question as to whether your proposed idea qualifies for grant assistance, please contact the Town Clerk, who will be happy to offer guidance.

THE ASSESSMENT

Penmaenmawr Town Council will consider your application against criteria that relates specifically to your application, such as:

- Is your project needed within the town?
- Does your project duplicate any form of existing provision within the town, whether fully or partially?
- Who will benefit from your project?
- Is your project inclusive and available to all?
- How will your project achieve our aims outlined above?
- What is the total cost of your project and how much money is your organisation providing towards the cost? This is not a requirement of receiving a grant but does demonstrate commitment to the project.
- Will your project provide the community with value for money?
- Will volunteering overseas benefit you and the community?
- Is the fundraising you're doing going to benefit residents of Penmaenmawr?

All applications will be assessed by PTC at a meeting of the full council as soon as possible after your application has been received, using standard, weighted assessment methods. The amount of funding offered to successful applications

across all grant schemes offered by Penmaenmawr Town Council will vary in any one financial year depending on the amount and quality of the applications we receive and the amount of money we have available at the time.

At its absolute discretion, Penmaenmawr Town Council may exercise its right to award a partial Grant Award, dependent on the information you may or may not provide.

All applications must be made on the respective official application forms, which are available on the Penmaenmawr Town Council website, along with guidelines and full terms and conditions.

Documentation provided by Penmaenmawr Town Council to guide you through the process of applying for a grant can, at times, be lengthy and we highly recommend that you view as much as possible online, or save the documentation to an electronic device that is capable of displaying the information you need.

These general guidelines for the entire Penmaenmawr Town Council grants programmes supersede all other guidelines issued.

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