



PENMAENMAWR TOWN COUNCIL GRANTS & DONATIONS AND PROJECT GRANTS SCHEMES GUIDELINES

Penmaenmawr Town Council's Grants & Donations and Project 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 particularly 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
- 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

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

We cannot accept applications from:

- Individuals
- 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.

- The person applying on behalf of the Organisation must do so on behalf of the organisation that will receive the Grant and manage the money.
- You must tell us what the Grant will be spent on and how this will achieve one or more of our aims outlined above.
- We can only consider a completed application which includes all relevant supporting documentation. All applications made either under the Grants & Donation Scheme or the Projects Scheme will need to include the following:
 - your governing document
 - a list of your current trustees/committee/board members
 - official, current quotations for all proposed Grant expenditure
 - your last financial year's accounts that have been signed off by the trustees/board/committee
 - an abridged version of this year's accounts
 - an up to date bank statement
- At the complete discretion of Penmaenmawr Town Council, for larger projects, you may be asked to submit a business plan, demonstrating how any proposed Grant funding will be utilised within your overall budget(s).

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.

SUSTAINABILITY

Whilst it is not always possible to ensure that any Grant can ensure the continuation of a Project we fund, Penmaenmawr Town Council may also look for evidence of how the benefits of a funded Project will be sustained amongst beneficiaries in the longer term. We may also ask if you have considered future funding consequences, including an exit strategy, or a plan for funding the Project after the Grant has ended.

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?

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.

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.

These guidelines for both the Grants & Donations Scheme and the Projects Scheme Grants programmes supersede all other guidelines issued.

November 2018