

# Abergele Town Council

## Guidance Notes for Grant and Donation Applications

Abergele Town Council seeks to support a diverse range of local activities, initiatives and events by operating a grants scheme.

An allocation is made each financial year to support applicants who can demonstrate that they provide cultural, educational, social, sporting, recreational, youth or other projects or services, which the Council considers will be of benefit to the local community or its inhabitants, or part thereof, or which otherwise meet the stated aims of the Council:

- To improve the quality of life and well-being of the community
- To promote the town in an active and positive manner
- To enhance the historic and cultural heritage of Abergele and safeguard its natural and built environment

### **Who is eligible to apply?**

- ✓ Local voluntary or not-for-profit organisations, based in the Abergele Community and providing activities, services or other projects in the Abergele Town Council area.
- ✓ Regional or national not-for-profit organisations that demonstrate that they provide activities, services or other projects which will be of benefit to the Abergele area or its inhabitants.
- ✗ Applications from individuals are *not normally* eligible to apply.

### **What can grants be used for?**

- ✓ The cost, or a contribution towards the cost, of any new or replacement equipment that may be required to assist the group in its activities
- ✓ The cost, or a contribution towards the cost, of an event, performance, concert or other activity
- ✓ A contribution towards the set-up costs for a new local voluntary or not-for-profit group
- ✓ As match-funding, to enable a group to apply for funding from another grant source
- ✗ Grants will *not normally* be made towards the general running costs of a group e.g rent, salaries

### **Who makes the decision and when are grants given?**

- Grants will normally be considered by Full Council annually in November at a Special Grants Meeting, for payment in the following April/May.
- Written applications, using the form provided, must be submitted to the Town Clerk by 31<sup>st</sup> October of each year.
- Only one application per applicant will be accepted in each financial year

- Grants in excess of £1,000 will normally be made in two instalments in April/May and October/November
- Donation requests will be accepted by the Council and approved up to the value of £200 outside the normal grant process and considered at the next available Policy & Finance Meeting.

*\*Organisations should be aware that they may be invited to attend a meeting to provide further information to the Council prior to approval*

### **Urgent Applications:**

Applications received outside of these deadlines, which the Council accepts to be of an urgent nature, may be considered at the next available meeting of the Ordinary Meeting (held monthly except in August).

### **Conditions:**

Grants are awarded subject to the following conditions:

- Grant recipients should acknowledge the support given by Abergele Town Council in any advertising, programmes or other publicity for an event
- If requested, a grant recipient must provide the Council with documentary evidence to show how the grant proceeds have been used
- Recipients of grants in excess of £2,000 in any one financial year may be required to provide a written report detailing how the funding has been used. This report must be provided within 6 months of the end of the financial year in which the grant was made
- In the event of any activity or service funded by a grant from the Council not proceeding, the Council is entitled to require repayment of some or all of the grant proceeds
- The onus is on the organisation to submit its application to the Town Council, the Council will not distribute Application Forms automatically
- Organisations should be aware that any award, if made, and the amount thereof, is at the discretion of the Town Council. Applicants should be aware that grants are not ongoing year on year.