

BAY OF COLWYN TOWN COUNCIL'S CRITERIA FOR CONSIDERING GRANT APPLICATIONS FROM VOLUNTARY AND CHARITABLE BODIES

1. All Applications shall be considered by the Policy and Finance Committee.
2. The Council must receive all applications of over £500 by the 31st December for awarding grants in the following financial year (after 1st April). These applications will be considered in January and **late applications will not be considered.**
3. The Policy & Finance Committee will consider applications of £500 and less, quarterly.
4. The Town Council requires all applicants for financial assistance to have a written constitution and separate bank account and to provide an audited statement of their financial affairs.
5. After consideration by the Policy & Finance Committee and ratification by the Town Council, the Town Clerk will inform all applicants, in writing, whether or not their application has been successful.
6. Funds given to any organisation must be used to benefit the residents of the geographical area represented by the Town Council i.e. Rhos-on-Sea, Colwyn Bay and Old Colwyn, either directly or indirectly.
7. The onus is on the Organisation to submit its application to the Town Council. **The Council will not distribute application forms automatically.**
8. Organisations should be aware that any award made and the amount thereof is at the discretion of the Town Council. **Grants are not on-going year on year.** The applicant shall indicate other funding applied for/granted from other organisations, including other Local Councils, and give evidence of fund raising activities already undertaken.
9. Any organisation / applicant receiving a grant of £500 or more in any one financial year will be required to provide a written report of how the money has been used. The report must be provided within 6 months of the end of the financial year in which the grant was made (i.e. by 30th September). **If a report is not provided within the 6 month period, all future applications may be placed in jeopardy.**
10. Grants of £1,000 and over awarded to support revenue expenditure will be paid in two instalments, in April and October, and any subsequent successful application may be reduced by 20% each year to encourage applicants to secure alternative long term sustainable funding sources.
11. Grants of £1,000 and over awarded for capital purchases may be paid in either one or two instalments, at the discretion of the Committee.
12. Applications should be submitted to the Bay of Colwyn Town Council, Town Hall, Rhiw Road, Colwyn Bay, LL29 7TE and will be acknowledged.