



GRANT AWARDING POLICY

Responsible Officer / Role	Review Date	Version	Approved By	Approval Date
Deputy Clerk	September 2026	1	P&F Committee Min. 192/26	23 September 2026

1. Introduction

Bay of Colwyn Town Council recognises the valuable contribution that voluntary, charitable, community and not-for-profit organisations make to the wellbeing of residents and the vibrancy of the local area.

The Council provides grant funding to support activities, projects and initiatives that benefit residents of Rhos-on-Sea, Colwyn Bay, Upper Colwyn Bay and Old Colwyn. This policy sets out the framework for the fair, transparent and consistent administration of grant funding.

2. Aims and Objectives

The Council's grant programme aims to:

- Support activities that improve the quality of life of local residents.
- Promote community wellbeing, social inclusion and resilience.
- Encourage community participation and volunteering.
- Support local organisations in delivering services, projects and events.
- Enhance the cultural, social, environmental and economic wellbeing of the Bay of Colwyn area.
- Support the delivery of the Bay of Colwyn Place Plan and its strategic priorities.
- Support activities that contribute to local priorities and community aspirations.

3. Place Plan Priorities

Bay of Colwyn Town Council will give priority to applications that contribute towards the delivery of the Bay of Colwyn Place Plan and support one or more of its strategic priorities.

Applicants must identify which Place Plan priority or priorities their project will contribute towards and explain how these outcomes will be achieved.

Community Wellbeing

Projects that improve health, wellbeing, social inclusion, community cohesion and opportunities for residents to participate in community life.

Children and Young People

Projects, activities and initiatives that support children and young people, encourage participation, develop skills, improve wellbeing and create positive opportunities.

Vibrant Town Centres and Local Economy

Projects that increase footfall, support local businesses, promote tourism, celebrate local heritage and culture, and contribute to the economic vitality of the Bay of Colwyn.

Environment and Sustainability

Projects that improve the local environment, support biodiversity, encourage climate action, reduce waste, improve green spaces and promote sustainable practices.

Arts, Culture and Events

Projects, festivals and cultural activities that celebrate the identity of the Bay of Colwyn, encourage participation and attract visitors.

Community Facilities and Infrastructure

Projects that improve community buildings, public spaces, accessibility, recreational facilities and infrastructure for the benefit of residents.

Volunteering and Community Capacity Building

Projects that strengthen community organisations, develop volunteers, encourage partnership working and build long-term community resilience.

4. Types of Grant Available

Small Grants (up to £500)

Available to eligible constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations for events, small

projects, equipment, general running costs and other activities benefiting Bay of Colwyn residents.

Well-being Grants (£501 to £2,000)

Available for projects that improve quality of life, reduce inequalities, strengthen communities, support environmental sustainability and deliver measurable well-being outcomes. Eligible applicants include constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations. Unlike the other grant schemes, Well-being Grants are also open to other businesses and sole traders where the proposed project meets the scheme's eligibility requirements and provides demonstrable community benefit.

Youth Grants (£501 to £2000)

Available to eligible constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations for projects, activities and events that benefit young people aged up to 25 years within the Bay of Colwyn area.

Events Grants (£501 and above)

Available to eligible constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations delivering events, festivals and cultural activities that attract visitors to the Bay of Colwyn area and contribute positively to community life and the local economy.

Large Grants (£2,001 and above)

Available to eligible constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations for larger community projects, capital purchases and significant initiatives that demonstrate a clear benefit to the local community.

5. Eligibility Criteria

Applicants must:

- Be an organisation eligible for the relevant grant scheme. All grants are open to constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations.
Well-being Grants are also open to businesses and sole traders. To be eligible, the proposed project must meet the rules of the Well-being Grant scheme and show a clear and positive benefit for people living in the Bay of Colwyn area.
- Have a written constitution or governing document.
- Hold a bank account in the name of the organisation, where applicable to the relevant grant scheme.
- Provide evidence of sound financial management.
- Demonstrate how the project or activity will benefit residents of the Bay of Colwyn area.
- Hold appropriate Public Liability Insurance and suitable safeguarding, equality, diversity and inclusion arrangements where these are relevant to the proposed activity.
- Declare any funding received or applied for from other sources.

The Council reserves the right to request additional information where required.

6. Application Requirements

Applications must include:

- A completed grant application form.
- Details of the project, activity or event.
- The amount of funding requested.
- A copy of the organisation's latest accounts or financial statement.
- A recent bank statement.
- Details of any funding secured or applied for from other organisations.
- Information about the anticipated benefits to the local community.
- An explanation of how the project contributes to one or more Bay of Colwyn Place Plan

priorities.

- Details of the expected outcomes and benefits of the project.
- An explanation of how success will be measured.
- Where appropriate, details of how the benefits of the project will continue beyond the grant funding period.

Applicants should explain how their project supports community wellbeing, sustainability and long-term community benefit.

7. Application Timetable

Large and Event Grant applications must be submitted by 30 November each year and will be considered during January for funding in the following financial year. Late applications will not be considered. If the Event Grant fund is not fully subscribed, the Council reserves the right to reopen the fund.

Small, Youth and Well-being Grant applications may be submitted at any time and will be considered quarterly in June, September, December and March, subject to the availability of funds.

8. Assessment Process

All grant applications will be assessed through the same process and considered against the criteria set out in this policy. Applications will normally be considered by the Policy and Finance Committee, with recommendations submitted to Full Council for approval. The Council's decision is final.

When assessing applications, the Council will consider:

- The extent of community benefit.
- Alignment with Council priorities.
- Contribution towards the priorities and objectives identified within the Bay of Colwyn Place Plan.
- Financial viability and sustainability.
- Evidence of need.
- The number of residents who will benefit.
- Value for money.
- The organisation's ability to deliver the proposed project or activity.
- The extent to which the project delivers measurable outcomes.
- The sustainability and legacy of the project.
- Opportunities to raise awareness of the Council's support within the community.

The Council may request further information before making a decision.

9. Awarding Grants

The Council reserves the right to:

- Award the full amount requested.
- Award part of the amount requested.
- Apply conditions to any grant award.
- Decline an application.

All grant awards are made at the Council's discretion, subject to the availability of funds, and an award in one year does not guarantee funding in subsequent years.

Previous grant awards do not create an entitlement to future funding.

10. Promotion and Acknowledgement of Council Support

Successful applicants must acknowledge the support of Bay of Colwyn Town Council in all reasonable publicity and promotional material relating to the funded project, activity or event.

This may include:

- Displaying the Town Council logo on promotional materials, programmes, websites, banners and social media posts.
- Acknowledging the Council's support in press releases and media coverage.

- Tagging or referencing Bay of Colwyn Town Council in social media activity where appropriate.
- Providing photographs, attendance figures and a brief summary of outcomes following completion of the project or event.
- Inviting representatives of the Council to attend funded events, launches or presentations where appropriate.

Grant recipients must provide at least one suitable photograph of the funded project, activity or event for promotional purposes unless there are safeguarding, confidentiality or data protection reasons preventing this.

The Council reserves the right to publicise details of grant awards and funded projects through its website, Annual Report, Place Plan Newsletter, newsletters and social media channels.

Failure to comply with the promotion and publicity requirements of this policy may result in the withholding of the final grant payment and may be taken into consideration when assessing future grant applications.

11. Payment of Grants

Small Grants and Well-being Grants

Grants of up to £2,000 will normally be paid upon approval by the Council.

The Council may request evidence that the funding has been used for the approved purpose.

Large Grants

Grants over £2,000 may be paid in instalments at the discretion of the Council.

Subsequent payments will only be released once the Council has received and accepted a satisfactory progress report, together with any requested evidence of expenditure.

Events Grants

Events Grants will normally be paid as follows:

- Up to 75% of the approved grant will be paid in advance to support delivery of the event.
- The remaining 25% will only be released following:
 - Confirmation that the event has taken place.
 - Submission of a short monitoring report outlining outcomes achieved.
 - Provision of photographs and attendance figures where appropriate.
 - Evidence that Bay of Colwyn Town Council has been acknowledged in promotional materials, event publicity and social media activity.
 - Evidence that the project has delivered the agreed outcomes identified within the original application.

Where the required evidence is not provided, the Council reserves the right to withhold the final payment.

Capital Projects

Capital grants may be paid in one or more instalments. The Council may require invoices, receipts or proof of purchase before releasing funding.

Non-Delivery of Projects

If a funded project, activity or event does not proceed, or if the grant is not used for the approved purpose, the Council reserves the right to recover all or part of the grant awarded.

12. Monitoring and Reporting

The Council may request monitoring information following the award of any grant.

This may include:

- Evidence of expenditure.
- Progress reports.
- Attendance figures.

- Photographs.
- Evaluation reports.
- Details of outcomes achieved.
- Evidence of publicity and promotion acknowledging the Council's support.

Organisations receiving grants exceeding £2,000 are required to submit a written report following the completion of the funded project detailing:

- How the funding has been used.
- The number of people benefiting from the project.
- The outcomes achieved.
- How the project contributed towards Place Plan priorities.
- Any longer-term benefits or legacy created by the project.

Failure to provide requested monitoring information may affect future grant applications and may result in the Council seeking repayment of grant funding where appropriate.

13. Equal Opportunities

Applications will be considered fairly and without discrimination.

The Council welcomes applications from organisations that promote equality, diversity and inclusion and provide opportunities for all members of the community.

14. Data Protection

Information provided as part of a grant application will be processed in accordance with relevant data protection legislation and will only be used for the purposes of assessing, administering and monitoring grant awards.

15. Review of Policy

This policy will be reviewed every three years, or sooner if required, to ensure it remains effective, relevant and reflects the Council's priorities, available resources and any changes in legislation or best practice.

16. List of Appendices

- Appendix A — Small Grants (up to £500)
- Appendix B — Well-being Grants (£501 to £2,000)
- Appendix C — Large Grants (£2,001 and above)
- Appendix D — Events Grants (£501 and above)
- Appendix E — Youth Grants
- Appendix F — Grant Application Policy Compliance Summary for Council
- Appendix G — Officer Procedure for Processing Grant Applications
- Appendix H — Grant Application Form

Appendices: Grant Application Requirements and Assessment

Appendix A — Small Grants (up to £500)

Small Grant application checklist	
Requirement	What the applicant must provide
Who may apply	Constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations benefiting Bay of Colwyn residents.
Application form	Completed Small Grant Application Form.
Financial evidence	Latest audited accounts, or most recent financial statement where audited accounts are unavailable, plus the most recent bank statement.
Project information	Purpose, amount requested, costs, community benefit, delivery timescale and any other funding.
Decision timetable	No fixed closing date; applications are considered quarterly in June, September, December and March.
If successful	Use funds only for the approved purpose; acknowledge the Council in publicity and social media where appropriate; write formally to thank the Council; provide a short outcome report if requested.

Appendix B — Well-being Grants (£501 to £2,000)

Applicants must show how the proposal benefits residents and contributes to one or more national well-being goals: a prosperous, resilient, healthier, more equal, cohesive, culturally vibrant and Welsh-speaking, or globally responsible Wales. The application should also explain the five ways of working: long-term, prevention, integration, collaboration and involvement.

Requirement	What the applicant must provide
Eligible applicants	Constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations. Well-being Grants are also open to other businesses and sole traders where the proposed project meets the scheme's eligibility requirements and provides demonstrable community benefit.
Governance	Constitution, registration details or UTR number, as applicable; appropriate governance arrangements; organisational bank account where applicable.
Insurance and policies	Public Liability Insurance of at least £2 million; safeguarding and equality, diversity and inclusion policies where relevant.
Financial information	Latest accounts or at least three months' bank statements; itemised project budget; match funding and other applications.
Need and beneficiaries	Evidence of local need, target groups, estimated beneficiary numbers, accessibility, inclusion and any participant charges.
Delivery and outcomes	Project dates, promotion including digitally excluded residents, delivery capacity, measurable outcomes, evaluation, sustainability and environmental responsibility.
Ineligible expenditure	Individual benefit, retrospective expenditure, political campaigning, worship or proselytising, unjustified duplication, conflict with Council responsibilities, or unmitigated negative environmental impact.
Monitoring	Completion report within 12 months of award or on project completion, whichever is sooner, with activities, beneficiaries, outcomes, expenditure and supporting evidence.

Appendix C — Large Grants (£2,001 and above)

Requirement	What the applicant must provide
Deadline	Submit by 30 November for consideration in January for payment in the following financial year.
Eligibility	Constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations with a constitution or governing document, organisational bank account and sound financial management.
Business case	Detailed proposal, evidence of need, local beneficiaries, Place Plan alignment, delivery plan, risks, permissions, procurement approach and project timetable.
Finance	Latest accounts, recent bank statement, detailed income and expenditure budget, quotations where relevant, reserves position, match funding and all other applications.
Outcomes	Measurable outputs and outcomes, monitoring method, sustainability and legacy.
Payment	The Council may pay in instalments and require progress reports, invoices, receipts or evidence of expenditure before later payments.
Reporting	Written report covering expenditure, beneficiaries, outcomes, Place Plan contribution and longer-term benefit.

Appendix D — Events Grants

Requirement	What the applicant must provide
Purpose	Event, festival or cultural activity that benefits community life, supports the local economy, celebrates local identity or attracts visitors to the Bay of Colwyn.
Eligible applicants	Constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations delivering eligible events, festivals or cultural activities.
Application	Event description, date and venue, organiser details, audience and attendance estimate, community benefit, Place Plan priorities and amount requested.
Closing date	30 November. If the fund is not fully subscribed, the Council reserves the right to reopen the fund.
Delivery documents	Detailed budget and income plan, permissions and licences, Public Liability Insurance, safeguarding where relevant, risk assessment, accessibility arrangements and environmental measures.
Promotion	Marketing plan, approach to reaching digitally excluded residents, and clear arrangements for acknowledging and tagging Bay of Colwyn Town Council.
Payment	Normally up to 75% in advance, with 25% retained until the required monitoring evidence is accepted.
Final evidence	Confirmation that the event took place; short outcome report; attendance figures; photographs where appropriate; expenditure evidence; publicity showing Council acknowledgement; evidence of agreed outcomes.

Appendix E — Youth Grants

Youth Grants support projects, activities and events benefiting young people aged up to 25 years within the Bay of Colwyn area. Applicants must use the published Youth Grant application form and meet the Council's general eligibility, evidence, publicity and monitoring requirements.

Requirement	What the applicant must provide
Eligible applicants	Constituted voluntary or community organisations, registered charities, community interest companies (CICs), and other not-for-profit organisations delivering activities for young people aged up to 25 years in the Bay of Colwyn area.
Application	Completed Youth Grant Application Form, project description, amount requested, delivery dates, target age group and estimated beneficiary numbers.
Governance and finance	Constitution or governing document, organisational bank account, latest accounts or financial statement, recent bank statement, detailed budget and details of other funding.
Safeguarding and insurance	Appropriate safeguarding policy and arrangements, DBS checks where required, Public Liability Insurance and any necessary permissions or consents.
Community benefit	Evidence of need, benefits for local young people, accessibility and inclusion arrangements, Place Plan alignment, expected outcomes and how success will be measured.
Deadline and decision	Apply by the deadline published as part of the Council's annual Youth Grants process. Applications will normally be considered by the Policy and Finance Committee, with recommendations submitted to Full Council for approval.
If successful	Use funds only for the approved purpose, comply with award conditions, acknowledge the Council's support and provide monitoring information and evidence of outcomes when requested.

Appendix F — Grant Application Policy Compliance Summary for Council

This appendix is to be completed by the assessing officer or panel for every application. It provides a concise, evidence-based summary and does not replace the Council's decision-making discretion.

Application details	Reference: _____ Applicant: _____ Project/event: _____ Grant type: Small / Well-being / Large / Youth / Event Amount requested: £ _____ Total project cost: £ _____
Completeness	Application form complete: Yes / No Required governance documents supplied: Yes / No / Not applicable Financial evidence supplied: Yes / No Insurance and policies supplied where required: Yes / No / Not applicable Further information required: _____
Eligibility	Applicant is eligible for the chosen scheme: Yes / No Project benefits Bay of Colwyn residents: Yes / No Expenditure is eligible and not retrospective: Yes / No Requested amount is within the scheme range: Yes / No Reason for any failure: _____
Policy fit	Relevant Place Plan priority or priorities: _____ Evidence of need: Strong / Adequate / Limited / None Community benefit and beneficiary numbers: _____ Accessibility and inclusion: Strong / Adequate / Limited Environmental responsibility: Strong / Adequate / Limited / Not applicable For Well-being Grants, goals and five ways of working addressed: Yes / No / Not applicable
Finance and deliverability	Budget is clear and balanced: Yes / No Other funding or match funding declared: Yes / No / Not applicable Value for money: Strong / Adequate / Weak Organisation has capacity to deliver: Strong / Adequate / Concern Risks, permissions and timescale acceptable: Yes / No / Not applicable
Outcomes and conditions	Outcomes are measurable: Yes / Partly / No Monitoring arrangements are suitable: Yes / No Sustainability or legacy: Strong / Adequate / Limited / Not applicable Proposed conditions: _____
Overall conclusion	Fits policy criteria: Yes / Partly / No Recommendation: Approve in full / Approve in part / Defer for information / Refuse

	Recommended award: £ _____ Reasons, policy concerns and conditions: _____
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Appendix G — Officer Procedure for Processing Grant Applications

This procedure applies to all grant applications received by the Council. The responsible officer must maintain a clear audit trail, treat applicants consistently, protect personal and financial information, identify any conflicts of interest and ensure that no payment is made before the relevant approval and conditions are recorded.

Stage	Officer action	Record or control
1. Receipt and acknowledgement	Date-stamp the application and attachments; acknowledge receipt; confirm that receipt is not approval; advise the applicant of the expected decision route and timetable.	Create a unique reference and retain the original submission and acknowledgement.
2. Register and classify	Enter the application on the grants register; identify the grant type, amount requested, total project cost, applicant, project dates and relevant deadline.	Check that the application is assigned to the correct scheme: Small, Well-being, Large, Youth or Event.
3. Conflict and governance check	Declare any officer conflict immediately and reallocate the assessment where necessary. Note any known councillor or panel interests for declaration at the decision meeting.	Keep a written conflict record; do not seek or accept informal commitments on the likely outcome.
4. Completeness check	Use the relevant applicant appendix to confirm that the form, governing documents, bank evidence, accounts, budget, other funding, insurance, policies, permissions and supporting evidence have been supplied.	Record each item as received, missing or not applicable. Do not progress an incomplete application to assessment unless the decision body expressly permits this.
5. Clarification	Request missing or unclear information in writing, specify exactly what is required and set a reasonable deadline. Give comparable applicants a consistent opportunity to clarify.	Retain all correspondence. Officers must not rewrite an application, develop the project for the applicant or introduce new claims unsupported by evidence.
6. Eligibility check	Confirm applicant eligibility, local community benefit, permitted expenditure, grant threshold, submission deadline and that expenditure is not retrospective. For Well-being Grants, check the stated goals and five ways of working.	If ineligible, prepare a concise written reason by reference to the policy. Do not score an application that fails a mandatory eligibility requirement.

7. Due diligence and risk	Review financial health, reserves, bank details, delivery capacity, safeguarding, insurance, licences, procurement or quotations, project risks, other funding and any previous Council grants or outstanding monitoring.	Escalate suspected fraud, material inconsistency, data breach, safeguarding concern or financial irregularity to the Town Clerk/RFO before further action.
8. Assessment	Complete Appendix E using evidence in the application. Assess need, community benefit, Place Plan alignment, accessibility, environmental responsibility, value for money, deliverability, outcomes, sustainability and publicity arrangements.	Use objective language; distinguish fact from judgement; record gaps, risks, proposed conditions and the rationale for the recommendation.
9. Report for decision	Prepare the agenda report or panel papers showing the application reference, applicant, project, grant type, amount, relevant budget balance, policy assessment, recommendation, suggested conditions and any interests requiring declaration.	Handle confidential or personal information in accordance with data protection requirements and the Council's meeting procedures.
10. Decision recording	Record the exact resolution: approve in full, approve in part, approve with conditions, defer for information or refuse. Record the approved amount, funding source, payment arrangement, conditions and reasons where appropriate.	No officer may vary the decision unless authorised through the Council's approved governance arrangements.
11. Applicant notification	Notify the applicant promptly in writing. For an award, include the amount, approved purpose, conditions, payment schedule, acknowledgement requirements, monitoring deadline and recovery provisions. For a refusal or deferral, provide the recorded reason or information required.	Require written acceptance of the offer and conditions before payment.
12. Pre-payment checks	Verify payee and bank details independently against the application; confirm acceptance, budget authority and any required insurance, permissions or evidence.	Follow the Council's financial controls and separation of duties. Record authorisation, payment date, amount and transaction reference.

	Apply the correct payment arrangement for the grant type.	
13. Monitoring	Diary all progress, completion and final payment dates. Request reports, expenditure evidence, attendance or beneficiary data, outcomes, photographs where appropriate and evidence that Council support was acknowledged.	For Events Grants, retain the final 25% until the required evidence is accepted. For instalment or capital grants, do not release later payments until relevant conditions are met.
14. Variations and non-delivery	Require prior written notice of material changes to purpose, budget, timescale or delivery. Refer significant variations to the original decision body. If the activity does not proceed or funds are misapplied, seek advice on withholding or recovering payment.	Document the decision, revised conditions, repayment request and any effect on future applications.
15. Closure and retention	Confirm that monitoring is satisfactory, all payments and recoveries are complete and the grant may be closed. Update the grants register and record any learning or future eligibility concern.	Retain the application, assessment, decision, correspondence, payment and monitoring records in accordance with the Council's retention and data protection requirements.

Operational standards: Officers should use the same published criteria for all applicants, communicate in writing wherever possible, avoid indicating likely approval before the formal decision, and ensure that every recommendation and payment can be traced to supporting evidence and an authorised decision. Any departure from this procedure must be approved by the Town Clerk/RFO and recorded with reasons.

Appendix H — Grant Application Form

(available online as a 'Form')

Please complete all relevant sections and attach the documents required for your chosen grant scheme. Incomplete applications may not be considered. Bank details will be used only if an award is approved and will be handled in accordance with the Council's financial controls and data protection requirements.

GRANT FUNDING APPLICATION FORM

Please complete all relevant sections. If a question does not apply, write "Not Applicable". Please attach the supporting documents listed in section 7.

1. Applicant details

Organisation or applicant name:

Organisation type:

Registered charity, company or UTR number, if applicable:

Address and postcode:

Contact name and position:

Telephone: _____ **Email:** _____

Website or social media:

2. Grant requested

Grant type: Small / Well-being / Large / Youth / Event

Project or event title:

Amount requested: £ _____

Total project cost: £ _____

Proposed start date: _____ **Proposed end date:** _____

3. Project summary

What will you deliver?

What local need does the project or activity address?

Who will benefit, and approximately how many people will benefit?

How will residents of the Bay of Colwyn area benefit?

4. Policy fit and outcomes

Relevant Place Plan priority or priorities:

For Well-being Grants, identify the relevant national goal or goals and explain how the five ways of working will be applied:

Expected outcomes:

How will success be measured?

How will the activity be accessible, inclusive and environmentally responsible?

5. Project finance

Please provide a detailed breakdown of the main items of expenditure.

Item or description	Cost (£)
Total project cost	£

Organisation contribution: £ _____

Other funding secured: £ _____ **Source:** _____

Other funding applied for: £ _____ **Source:** _____

Participant charges or other project income: £ _____

Please give any further details about match funding, voluntary fundraising or contributions in kind:

6. Delivery and controls

Who will deliver the activity?

Required permissions, licences or insurance:

Safeguarding arrangements, where relevant:

Key risks and how they will be managed:

How will Council support be acknowledged?

7. Supporting documents

Please tick to confirm that each relevant document is enclosed, or mark it "N/A".

- ☐ Constitution or governing document, where applicable
- ☐ Latest accounts or financial statement
- ☐ Recent bank statement
- ☐ Detailed budget or quotations, where required
- ☐ Public Liability Insurance, where required
- ☐ Safeguarding and equality policies, where relevant
- ☐ Permissions, licences, risk assessment or other supporting evidence, where relevant

Please list any additional supporting information enclosed:

8. Bank details for payment if successful

Account name:

Bank or building society:

Sort code: _____ / _____ / _____ **Account number:** _____

Building society roll or reference number, if applicable:

Remittance email:

I confirm that these details are correct and authorise the Council to use them solely to make any approved grant payment. The Council may verify the details independently before payment.

Authorised name: _____

Signature: _____ **Date:** _____

9. Declaration

I confirm that the information supplied is accurate; that any grant awarded will be used only for the approved purpose; that the Council may request further information; and that, if successful, the applicant will comply with the award conditions, publicity requirements and monitoring arrangements.

Name: _____

Position: _____

Signature: _____ **Date:** _____

Office use only

Reference: _____ **Date received:** _____

Complete and eligible: Yes / No

Decision date: _____ **Decision:** _____

Amount approved: £ _____

Bank details independently verified by: _____

Date verified: _____

Payment reference and date:
