

Penmaenmawr Town Council
Cyngor Tref Penmaenmawr
Application for Grant Funding 2023-2024



This application will not be considered unless it is accompanied by the documents listed at the end of the application form.

1	Details of organisation applying	Name: Address: Postcode:
2	Details of key contact, with full address (if different from above).	Name: Address: Postcode: Email: Telephone No: Position held in organisation:
3	Type of organisation applying (Please delete as appropriate)	a) Registered Charity If so, please state your Charity No.: b) Community Interest Company c) Volunteer Group e) Branch of a national organisation f) Other; if so, please specify:
4	Briefly describe the aims and objectives of your organisation, and the usual activities/services you provide.	
5	How many committee and overall members are in your organisation? What percentage of members live in Penmaenmawr? Is membership/support open to any resident of Penmaenmawr, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reasons. Do you obtain funds through membership or subscription? If so, how much per member and income per annum?#	Yes/No If No, why? Yes/No If yes, the annual cost per member: Annual income from membership/subscriptions: £

6	Amount of grant requested.	£
7	Total Project Cost	£
8	If the total cost of the project is more than the grant requested, how will the remainder be financed?	
9	Have you/are you planning to apply for any additional grant funding for this project from other organisations? Please provide information on the current status of other applications and expected decision dates.	Yes/No If yes, which organisations, how much have you/will you apply for?
10	Why do you need funding from the Town Council, and what would happen if this would not materialise?	
11	Proposed timeline for project delivery.	Start date: End date:
12	Provide full details of the project or activity for which grant funding is sought. You should explain clearly and simply the purpose for which the money will be used, enclosing any drawings or other explanatory information if appropriate. Include here also any break-down of the project costs or attach a separate overview to this end. Continue on a separate document and attach if necessary.	
13	What is the need for the project, and how do you know this?	
14	Who will benefit from the project?	
15	How many of those who will benefit from the project are Penmaenmawr residents? Please also explain if, and how, different sub-sections of the community will benefit in different ways.	
16	Explain how and in what way you see the grant leading to a lasting benefit for the Penmaenmawr community.	

17	How do you intend to promote Penmaenmawr Town Council as grant provider as part of project delivery?	
18	Bank Details If Grant approved for payment to be paid directly.	Bank Name: Account Name: Account Number: Sort Code:
19	Is there anything else you wish the Town Council to consider when considering this application?	

ATTACH THE FOLLOWING INFORMATION WHERE RELEVANT:

INFORMATION NEEDED	SUPPLIED (Delete as appropriate)
A copy of your organisation's written constitution. Also include a list of Officers, where applicable.	Yes/No
(If available): A copy of your most recent annual report.	Yes/No
Copies of your organisation's most recent bank statements and either: Your organisation's latest audited accounts, showing the organisation's income, expenditure and level of balances and copies of your most recent bank statements. Or: If the organisation does not prepare annual accounts, copies of the bank statements covering the previous twelve months must be enclosed. You must disclose all reserves and savings accounts.	Yes/No Enclosed are:
Three estimates are required for any work in excess of £2500. Copies of any estimates available. If the grant is approved these will need to be seen before funds are released.	Yes/No/NA
Any additional information that may assist the Council in reaching a decision. If you have a budget and/or Business Plan that shows the inclusion of the project, consider supplying this as well.	Yes/No If yes, enclosed are:

Declaration

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the organisation undertakes to inform Penmaenmawr Town Council immediately of any changes in the organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a brief report, which will include invoices and receipts for expenditure, will be submitted to the Council within 3 months of project delivery.

The signing and submission of the Grant application form constitutes acceptance of the above statements and conditions.

For and on behalf of (organisation):

Name (1):	Position:	Date:
Signature (1):		

Name (2):	Position:	Date:
Signature (2):		

All supporting documents along with the application form for grant funding should be returned to the Clerk at Penmaenmawr Town Council either by email: clerk@penmaenmawr.org or hard copies can be delivered to the Town Council Office, Penmaenmawr Community Centre, Penmaenmawr LL34 6AB.

Any enquiries or assistance required in completing this form should be made to the Town Clerk on the email above or by telephone 01492 623221.

The completed form and supporting documents will be retained by Penmaenmawr Town Council and kept to meet legal and financial requirements in accordance with the Data Protection Act. Penmaenmawr Town Council will not share this information but reserves the right to use the information to keep in contact with the organisation.