



Cyngor Dinas Llanellwy St Asaph City Council

Grant Awarding Policy & Application

1. Background

- 1.1 St Asaph City Council makes grants available to organisations for a specific purpose which will benefit the residents of St Asaph. Such grants will be made at the discretion of the City Council.

2. Scope

- 2.1 Grants will only be considered in favour of community and voluntary organisations which provide services or facilities for the benefit of the area covered by St Asaph City Council.
- 2.2 The City Council will only give funding to projects or organisations, which are inclusive and accessible to all.
- 2.3 The Council will not award grants to:
- Private individuals;
 - Commercial organisations;
 - Political parties;
 - National organisations, unless there is a direct benefit to the people of St Asaph;
 - Organisations which exclude certain groups of people.

This list is not exhaustive and may be added to at the Council's discretion

- 2.4 Only one application will be considered from an organisation in any financial year.
- 2.5 The Council will not give any commitment to award grant funding to an organisation in future years.
- 2.6 Grants will not be made retrospectively, nor for any project where work has already commenced. A new application must be made each financial year.

3. Assessment of Applications

- 3.1 All applications will be assessed on its own merits by the Policy Resources & Finance Committee.
- 3.2 Once the Grants budget is exhausted, the Council will only consider emergency requests.

- 3.3 The City Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the council.
- 3.4 The Council may impose any conditions it considers appropriate when awarding funding.
- 3.5 The beneficiary organisation is required to acknowledge receipt of the grant in writing, or by e-mail.
- 3.6 Policy, Resources & Finance Committee will consider grant allocations at its meeting prior to the November and March Full Council meeting. Requests received outside these meetings will be considered if they are deemed to be of an urgent nature.
- 3.7 The Full Council will consider grant applications recommended by the Policy Resources & Finance Committee.

4. Conditions of Funding

- 4.1 Any grant awarded must only be used for the purpose stated in the application, unless the Council's written agreement is given before work commences;
- 4.2 Payment of any grant will be made by cheque payable to the organisation, which will therefore require its own bank account in its own name;
- 4.3 Any evidence of expenditure, or further reports required by the Council must be submitted within the timescales stated;
- 4.4 The Council may require the organisation to publicise the source of the grant in any publicity material;
- 4.5 Details of any grants awarded will be included in the Council's records, which will be open to the Public;
- 4.6 Any unused funds must be returned to the City Council.

5. Application Procedure

- 5.1 An application form must be submitted before the 1st of March or 1st November to be considered in that month's allocations. Any applications received after this date will be carried forward to the next allocation. Only urgent requests will be considered outside these timescales.
- 5.2 St Asaph City Council reserves the right to request any further information it considers necessary to the decision-making process.

Adopted *October 2022*
Last Review *May 2024*
Next Review *May 2029*



St Asaph City Council

Grant Application Form 2024/2025

Name of Group/Organisation:	
Name on Bank Account: (for cheque payments)	
Contact Name:	
Position in Organisation:	
Contact Address:	
Telephone Number:	
e-mail address:	
Brief Description of group and its aims:	
Brief Description of Project to be funded:	
Amount Requested £: Itemise Proposed Expenditure:	
Total Cost of Project:	
Have you applied for other funding?	

Please detail other grants awarded towards this project:	
Proposed start date for your project:	
Are you a Registered Charity?	
Please give your charity number:	
Special Considerations:	

Checklist:

Have you enclosed ?

- ☐ A copy of your most recent accounts (not required if you are applying for less than £500);
- ☐ Your most recent bank statement (not required if you are applying for less than £500);
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your equal opportunities policy or statement;
- ☐ Any other documentation you believe might help in assessing your application.

Privacy Notice

In accordance with the data Protection Act 2018, I agree that St Asaph City Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for six years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that St Asaph City Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely six years after the application and that I have the right to correct the information at any time.

Declaration:

- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that we have read the policy on pages 1-3 and that our application complies with the policy.
- I/we declare that this application has the support of the committee or governing body of our organisation.
- I/we declare that any grant awarded will be used only for the purpose stated, unless St Asaph City Council give written confirmation to the contrary.
- I/we declare that any unused funds from this grant will be returned to St Asaph City Council.
- I/we declare that we will abide by the terms of this grants scheme.

Signed:	
Name:	
Date:	