

# CYNGOR TREF DINBYCH/DENBIGH TOWN COUNCIL



## GRANT AID FUND POLICY & GUIDELINES

Updated and accepted – 27.04.2026

Next renewal date – April 2027

## 1. General Principles

- 1.1 Denbigh Town Council is funded only by the local residents of Denbigh and therefore has only limited funds available to assist community organisations located and working in Denbigh Town Council area for the benefit of those residents.
- 1.2 Subject to funding being available, Denbigh Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Denbigh residents.
- 1.3 The Council's financial support is provided by way of grants which are decided against conditions set by Denbigh Town Council. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.
- 1.4 The Town Council's Policy on the Grant Aid Fund is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Denbigh. In general, the following principles apply:
- 1.5 Funding will be given on a need basis, merit of the project and overall benefit to the local community.
- 1.6 Applicants must clearly show how any assistance given will benefit the people living in Denbigh or the environment of the Council Town Council area.
- 1.7 Funding will normally only be awarded depending on the Council's budget allocation and may be subject to constraint.
- 1.8 All funding given will be subject to monitoring and evaluation of the outcome of the grant.
- 1.9 Organisations should not make a presumption that funding will continue on a year-to-year basis.
- 1.10 Applicants in some circumstances may be requested to attend a Town Council meeting to give a short presentation to the Council.
- 1.11 The awarding of grant aid is entirely at the **Council's discretion**, and submission of an application does not guarantee funding.

## 2. The Aims of the Councils Grant making Policy

- 2.1 To enable local people to participate in voluntary groups and activities.
- 2.2 To help the Town's voluntary groups to improve effectiveness.
- 2.3 To ensure the provision of services, needed by the Town's residents, via the voluntary sector.
- 2.4 To support organisations which meet the needs of people experiencing social and economic difficulties.
- 2.5 To ensure that there is equality of access and opportunity for all Denbigh Town Council area residents to the services it provides and funds. (The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

## 3. General Conditions

- 3.1 All projects where the Council has granted over £500.00 must acknowledge Denbigh Town Council's financial contribution in all marketing material. A photograph with the Council to promote the project will be requested.
- 3.2 Any grants allowed by Denbigh Town Council exceed **£250.00** applicants **must submit** a written report on how the money was spent. The report must be provided to Denbigh Town Council within **6 months** of the completion of the event / project – the report can take the form of an annual report or a set of accounts which clearly identify the manner of spending.
- 3.3 There is no general funding for projects – Grants will only be awarded for specific costs and funding will only be paid on receipt of an official invoice.
- 3.4 No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserve.
- 3.5 Organisations are required to provide a report on how previous monies awarded by the Town Council have been spent before they receive a further grant.
- 3.6 The not-for-profit organisation must have clearly stated aims and objectives.
- 3.7 Activities of the organisation and in particular the project being considered for funding must be readily available to the communities of Denbigh Town Council in general.
- 3.8 No award will be made where spending has taken place prior to approval.

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3.9 An application would be looked upon more favourably if they are able to demonstrate match funding.

3.10 Grants will not be awarded for organisations to pass on money to others.

3.11 Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

3.12 Decision Final - In all cases the Town Council's decision on an application is final. There is no right of appeal where an application is refused or a grant or donation smaller than that requested is offered by the Town Council.

3.13 Review of this Policy - This policy will be revisited on an annual basis as part of the review of the Council's financial management arrangements and financial risk assessment.

#### **4 What are grants available for?**

4.1 Denbigh Town Council's grants are available once a year. Grants are available to any not-for-profit organisation that wishes to complete a one-off project in a specific financial year.

#### **5 Who can apply for the Denbigh Town Council Grant Aid Fund?**

5.1 Groups who:

- are voluntary or community groups based in Denbigh
- have a constitution or set of rules or equivalent
- have a bank or building society account
- have independently approved annual accounts
- directly benefit the well-being of Denbigh people or the environment of Denbigh.

#### **6 What type of Projects will be considered for the Community Development Fund?**

6.1 Youth facilities, schemes and projects

6.2 Cultural and arts schemes

6.3 Heritage projects

6.4 Leisure, sports and play facilities

6.5 Community buildings

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6.6 Village halls

6.7 Community transport

6.8 Elderly and disabled

6.8 Sustainable Community environmental projects

## **7. Who cannot apply for the Denbigh Town Council Grant Aid Fund?**

7.1 Individuals

7.2 Organisations involved in party political activities

7.3 Companies who aim to make a profit

7.4 Statutory bodies

7.5 Religious groups

7.6 Bodies to pass on grant funding to others

## **8. How to apply for a Denbigh Town Council Grant Aid Fund:**

8.1 Application forms are available from Denbigh Town Council or can be downloaded from our website : [www.denbightowncouncil.gov.uk](http://www.denbightowncouncil.gov.uk)

8.2 On receipt of your application form you may be invited to present at a full Town Council Meeting.

8.3 Please send completed application forms to: Denbigh Town Council, Denbigh Town Hall, Crown Lane, Denbigh, Denbighshire, LL163TB. Or email completed forms to: [townclerk@denbightowncouncil.gov.uk](mailto:townclerk@denbightowncouncil.gov.uk)

Tel no: 01745 815 984

If you need any help or assistance with your application please contact the Town Council via the above address, telephone number or email address.

## **9. More about the Denbigh Town Council Grant Aid Fund:**

9.1 No award will be made where spending has taken place prior to approval

9.2 Grants will not be awarded for organisations to pass on money

## **10. What happens after I apply to Denbigh Town Council for a Grant?**

10.1 Your application form will be checked along with the enclosed documents to see if it is complete.

10.2 If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

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- 10.3 Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.
- 10.4 Applicants for the Denbigh Town Council Grant Aid Fund may be asked to present at a Full Town Council Meeting. The application will then be considered by the Full Town Council.
- 10.5 The awarding of grant aid is entirely at the **Council's discretion**, and submission of an application does not guarantee funding.

**11. Grants will be assessed using the following criteria:**

- A completed application form
- if you have received a grant before
- how your group is set up and managed
- your finances and the financial need for funding
- what need/demand there is for your project
- support and involvement for the wider community
- efforts to secure other sources of funding
- if your project provides value for money for the residents of Denbigh

**12. What information will I have to provide?**

- Your aim and objectives
- Your organisations constitution or set of rules and your annual report if applicable.
- The most recent copy of your approved accounts.
- 3 Months bank statements.
- Copies of any permissions required for third party use. (e.g. licences or land rent)
- A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- An explanation of any reserves you hold and if these are earmarked for specific expenditure.
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Town Council.
- Thorough and accurate project costings

### **13. What happens if I get a grant?**

- 13.1 Grants must only be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding.
- 13.2 A report will be provided to the Town Council to update us on how your project has achieved its aims.
- 13.3 Any amount not used **MUST** be repaid in full.
- 13.4 Any grants allowed by Denbigh Town Council exceed **£250.00** applicants **must submit** a written report on how the money was spent. The report must be provided to Denbigh Town Council within **6 months** of the completion of the event / project – the report can take the form of an annual report or a set of accounts which clearly identify the manner of spending.
- 13.5 Recognition must be given to Denbigh Town Council for any contribution over £500.00 given this might include listing on any advertising.
- 13.6 Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.

### **14. What is the time-scale for awards?**

- 14.1 If you have been successful, you will receive a grant offer letter or email or both. This will specify the terms and conditions which you must adhere to.
- 14.2 Grants will be paid by Cheque or BACS.