



Connah's Quay Town Council

Title:	Financial Assistance Policy
Approved by:	Town Council
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Status:	Agreed
Review Frequency:	Every 2 years
Next review date:	October 2026

Introduction

Connah's Quay Town Council budgets a sum of money every year for discretionary grants to voluntary and not for profit organisations, meeting the needs of residents and the community of Connah's Quay.

These grants are limited and are made available to organisations that address a demonstrable need for financial assistance.

Please note that there is a limited budget set aside each year for community grants. In order to assist as many eligible groups and organisations as possible, the sum applied for many not necessarily be the amount received. In the interests of fairness, the council may only grant a maximum of up to £500 per organisation per year.

Connah's Quay Town Council grants are made for the benefit of people and projects local to the Connah's Quay community. The grants are not intended to support everyday running costs but to enhance activities and enable the participation of more local people.

Connah's Quay Town Councils Financial Assistance Small Grants Scheme will **NOT** fund:

- Individuals
- Profit making/commercial organisations
- Running Costs
- Political or religious campaigns
- Statutory bodies to fund core services
- Retrospectively

Forms can be downloaded from the Council's website or by emailing cgtcclerk@connahs-quay.co.uk
A decision by Council will be agreed at a Town Council meeting.

All grant applications must be received before the end of February and all monies will be awarded before the end of the financial year.

Applicants must provide copies of their annual accounts, a recent bank statement (within 6 months), minutes relating to decision to apply (where applicable) and the group's constitution to support their application (if available). Financial support is confined to local organisations. Council may agree free use of a Town Council venue for local or non-local organisations.

- Financial support to outside organisations and events is only considered when residents of the Council's area are participating or there is direct benefit to the community.



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- All applications received meeting the criteria are considered.
- Private individuals cannot be considered for financial assistance of any kind. Only one grant application per organisation may be made in any one financial year although successful and unsuccessful applicants may apply again in subsequent years.
- Applicants agree to acknowledge the contribution that has been made by the Council in publicity or promotional material.
- Any money not used for its intended purpose must be returned to the Council via the Clerk and Financial Officer.

Applications must be made via the application form.

- Completed applications should be sent to the Clerk along with the relevant documentation.
- Applicants will be notified by letter/email of the outcome and if successful will be required to return acknowledgement to confirm receipt of the grant awarded.
- Successful applicants are encouraged to provide feedback to the Council and submit a written report outlining how the money awarded was spent. This report should be provided to the Council within 6 months of the grant being awarded. Failure to provide this could jeopardise future funding requests.
- Successful applicants will be paid via bank transfer. It is the applicant's responsibility to provide correct payment details at the time of application.

The following legislation applies to the awarding of discretionary grants:

- Local Government Act 1972, Section 137, Power of local authorities to incur expenditure for certain purposes not otherwise authorised, Subsection 1, a local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.
- Local Government (Miscellaneous Provisions) Act 1976, Section 19, Recreational Facilities, Subsection 3, a local authority may contribute by way of grant or loan towards the expenses incurred or be incurred by any voluntary organisation in providing any recreational facilities.