



PRESTATYN TOWN COUNCIL

GRANTS & AID POLICY

(PUBLIC)

2026

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INTRODUCTION

This document was created to codify Prestatyn Town Council's (PTC) approach to awarding grants & financial aid to charities and organisations. Organisations who have applied in the past are asked to complete a PTC grant aid application form, which did not allow a clear approach for national organisations (who may sometimes deliver a local service) or national / local organisations who may launch a specific appeal to raise funds, e.g eisteddfod, Wales Air Ambulance.

Additionally, there is a consideration to biodiversity objectives, as well as an equality and wellbeing duty to consider at all times when awarding financial aid.

Who Can Benefit

- Private individuals cannot benefit
- Financial aid can only be granted to charitable bodies, community groups or other organisations who provide a public (all or any part of it) service otherwise than for the purposes of gain
- Expenditure must be in the interests of and will bring direct benefit to the Prestatyn / Meliden area or some / all of its inhabitants
- Expenditure must be reasonable and proportionate to the benefits reaped / amount of residents helped
- Funding cannot be used for the sole purpose of publicity costs
- Contributions can be made to any charitable body in furtherance of its work in the United Kingdom
- Any fund which is raised in connection with a particular event directly affecting persons resident in the United Kingdom on behalf of whom a public appeal for contributions has been made
- **Under Wellbeing Objectives:** a public body that exercises functions in relation only to a part of Wales may set objectives relating to that part or any part of it

CORE VALUES

Acknowledgement

This section is taken from Guidance Document – Welsh Government expectations of grant recipients (<https://www.gov.wales/welsh-government-expectations-grant-recipients.html>) and adapted to PTC's purposes.

Values

Equality

Integral to PTC's approach to how it exercises all its functions is to take account of equality, and to consider the impact of policies on people who share protected characteristics (including, for example, age; gender; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation), as detailed further within the

The Welsh Government is committed to driving anti-racism and anti-oppression, having zero tolerance of bullying, harassment, discrimination, abuse, exploitation or any kind of inappropriate behaviour and culture, and expects public bodies to treat their staff, volunteers or any persons associated and active in the PTC's work, fairly.

Governance

PTC want to work with organisations who are proud of their reputation what they deliver, and their conduct. Well-run organisations have appropriate governance structures in place and can deal with the many issues that arise in running any organisation. This includes ensuring their employees, trustees, directors, volunteers, board members, or individuals appointed by the organisation, understand their duties and responsibilities, having the knowledge, skills, and support structures to carry out their roles in accordance with the relevant legislation relating to grant recipients.

Openness and Transparency

Communication is a key element in working together to deliver the key objectives. The council should create resilient, meaningful, trusted partnerships with organisations and foster new robust relationships sharply focused on delivery. Grant recipients are expected to be open and honest in their dealings with PTC, including when things do not go to plan, confident in raising issues and able to communicate regularly at any point during the lifecycle of the grant.

Processes & Procedures

Organisations are expected to maintain appropriate and proportionate processes and procedures in place, and to mitigate against any actual, potential, or perceived conflict of interest through their work. This also minimises any risk to public funds. Regularly reviewing those processes and procedures is essential too, so information is up to date, and nothing overlooked.

Accountability

A culture of accountability within an organisation promotes increased morale, self-awareness, commitment, and consequently, more effective performance.

Organisations are expected to encourage and support all their employees, trustees, directors, volunteers, board members and individuals appointed by the organisation; as well as to take responsibility and ownership for their decisions, actions, behaviours, and performance regardless of their role or level held.

As a minimum, organisations should have robust policies and procedures in place which clearly outline who is accountable for decisions, including financial ones; how grant funding is used and monitored; governance; risk management arrangements and fundamental standards of conduct, particularly regarding workplace culture (where relevant) and combatting discrimination; harassment; bullying; and safeguarding staff, service users, and the public. Subsequently, if and when any issues arise, these organisational foundations provide welcome support and can help address them appropriately and consistently, in a clear, open way.

Organisations should have their own complaints procedures readily available, ensuring that when concerns are raised, they are addressed through internal procedures in the first instance.

Due Diligence

Well-run organisations ensure they have financial, risk management and control systems in place which include appropriate and proportionate due diligence processes. This involves undertaking regular checks to identify any risks or issues that could expose a grant recipient or PTC to potential financial loss, fraud, or reputational damage. Processes and systems will need to be proportionate to the size and complexity of the grant scheme and the recipient. For instance, newer or smaller organisations will often have slightly different oversight mechanisms compared to larger organisations.

Due diligence is also expected in other aspects of organisational operations, such as fostering a positive workplace culture and combatting discrimination, harassment and bullying, and the safeguarding of staff, service users and the public.

Value for Money

PTC has a responsibility to ensure that the grant funding delivers value for money, not only in financial terms but also in terms of broader social, cultural and environmental benefits/outcomes. This includes ensuring the grant objectives are met and the grant funding is spent in line with the standards of governance the public expect.

Counter Fraud

PTC must at all times maintain zero tolerance of any form of corrupt practices including fraud. Organisations are expected to safeguard funding by remaining vigilant, proactively looking out for any fraudulent activity, and the risk of fraud, within their organisations. Should any corrupt or fraudulent activities be suspected or discovered, PTC must expect to be notified immediately.

Compliance With Grant Terms & Conditions

In accepting grant funding, organisations are expected to understand and agree to the full terms and conditions of funding which form part of the legally binding grant agreement. This will also mean informing PTC, at any time during (and in some cases after) the grant term, about any actual, potential, or perceived material changes which might impact on the ability to remain compliant with the terms and conditions.

Concerns

PTC has a duty to investigate any concerns about possible misuse of council funding, and discrimination, harassment or bullying in organisations in receipt of that funding. PTC will consider, based on risk and circumstances, whether there are grounds to take further actions to safeguard public funds. This may include working with organisations to establish whether there is any merit in the allegations, alongside other appropriate and proportionate actions. Not every concern raised will be within council remit, therefore the matter may be referred to other agencies when required.

Wellbeing

PTC will consider wellbeing objectives at all times and how financial aid can improve the lives of local residents.

Biodiversity

PTC will commit to maintain and enhance biodiversity in a manner consistent with the exercise of normal operations and the granting of financial aid.

PROCEDURE FOR AWARDING GRANTS & AID

Use the suitability checklist to determine if the charitable body / community organisation meets the legal considerations and PTC's core values and objectives.

STEPS

1. Check the suitability for financial aid by completing the Suitability Checklist
2. Fill in PTC's Grants & Financial Aid form
3. Provide receipts and evidence of expenditure within a reasonable timeframe after funding has been granted

SUITABILITY CHECKLIST FOR AWARDING GRANTS & AID

BUDGET CONSIDERATIONS		
<i>Tick yes or no for each question. Correct responses are indicated by 'x'.</i>		
	YES	NO
Has the Section 137 spending limit been reached for the financial year?		x
Is there sufficient funds to grant financial aid?	x	
From which budget (and code) will the financial assistance be drawn?		
LEGAL CONSIDERATIONS		
	YES	NO
Does the request benefit a private individual?		x
Is the amount requested a reasonable amount for the number of residents who benefit / benefit to the area?	x	
Does the request benefit a charitable body, community group or other organisation providing a public service?	x	
Does the organisation operate for the purposes of gain?		x
Is the financial aid being requested to help with (or will it be used directly for) the purpose of publicity costs?		x
Will the financial aid be in the interests of and bring direct benefit to some or all of the Prestatyn/Meliden area? Or all or some of its inhabitants?	x	
Will the financial aid help the charitable body / organisation in the furtherance of its work in the United Kingdom?	x	
Is the financial aid requested in connection with a particular event directly affecting persons resident in the United Kingdom on behalf of whom a public appeal for contributions has been made?		
WELLBEING / BIODIVERSITY CONSIDERATIONS		
	YES	NO
Is the financial aid in relation to wellbeing or biodiversity functions or aims? <i>(a public body that exercises wellbeing functions in relation only to a part of Wales may set objectives relating to that part or any part of it)</i>		
If yes, explain briefly which function or aim and how the financial aid relates to or meets these aims? 		

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GRANTS TO LOCAL VOLUNTARY AND NON-PROFIT ORGANISATIONS

DATA PROTECTION ACT 2018: Any information the Council holds about you will be used solely for the purpose of the Town Council communicating with you, we will not share this information with anyone else without your consent. If at any point you want us to remove your details, please let us know.

APPLICANT DETAILS	
Date of Application	
Name	
Address	
Contact Number	
Email Address	
DETAILS OF ORGANISATION	
Name of Organisation	
Registered Address	
Charity Registration Number (if applicable)	
Date Organisation Formed	
Geographical Area Covered	
Objectives / Purpose of Organisation	
Does your organisation provide direct services to young children or vulnerable persons?	YES NO
Are the staff/workers subject to CRB/DBS checks?	YES NO
If answering yes to above, please elaborate as appropriate:	
CONTACT DETAILS	
Secretary (name & contact details)	
Treasurer (name & contact details)	
Chair (name & contact details)	

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PLEASE NOTE: the financial year for grants run from 1st April – 31st March. Please specify which year the request for funds falls into. For example: if requiring funds in April 2026, the PTC financial year is 2026-2027.

GRANT DETAILS	
Financial Year	
Purpose & Benefit to Prestatyn / Meliden Area	
Estimated Total Cost of Project	
Amount Requested From PTC	
For the amount requested from PTC, please provide a breakdown of the expenditure below:	
ITEM / PURPOSE	AMOUNT

PLEASE PROVIDE	
Details of any other financial aid being obtained or applied for from other sources:	
SOURCE	AMOUNT
Please describe the main voluntary fund-raising events which have taken place during the last twelve months and state how much has been raised by any such activity:	
EVENT	AMOUNT
<i>Please enclose a copy of your last audited and/or current balance sheet. No application will be considered unless this information has been supplied, except in the case of a new organisation.</i>	
Bank Details	
Account Name:	
Account Number:	Sort Code:

Send PAGES 1 – 3 of completed applications to:

Town Clerk
 Prestatyn Town Council
 7 Nant Hall Road
 Prestatyn
 LL19 9LR

Tel: 01745 857185

Email: townclerk@prestatyntc.co.uk

GRANTS & FINANCIAL AID GRANTED TO LOCAL ORGANISATIONS

TERMS & CONDITIONS (*retain for your information*)

- Financial aid from Prestatyn Town Council (PTC) is only available to voluntary / non-profit making organisations based in the Town Council's area and/or having a direct link with the town and/or of benefit to some or all of its residents.
- In accordance with s.137 Local Government Act 1972 private individuals cannot be considered for financial aid.
- Grant applications must be made in writing, together with a photocopy of relevant balance sheet and/or statement of accounts. No application will be considered without supporting documents.
- Applicants must demonstrate how their organisation benefits the town's residents.
- Groups which can show a degree of self-help with fund raising activities will be sympathetically considered.
- The purpose of financial aid is to encourage new non-profit making local groups and existing organisations of great benefit to the local area / residents. Any organisation which makes regular profit for onward donation to other bodies will not receive full support as PTC encourages groups to become self-funding.
- In the unlikely event of the cancellation of a project, the sum of any financial aid should be returned to PTC within twelve months unless otherwise agreed in writing.
- Receipts for the various associated costs detailed in the application should be provided to PTC upon the project's completion or at an appropriate time (for ongoing / long-term projects).

RETURN TO PRESTATYN TOWN COUNCIL AS APPROPRIATE*To be completed after grant has been spent.*

GRANT / FINANCIAL AID EXPENDITURE		
Name of Organisation		Charity Registration Number (if applicable)
Amount Requested From PTC	Date of Request	Date Funds Recieved
<i>Please attach receipts as relevant</i>		
ITEM / PURPOSE	AMOUNT	RECEIPT REFERENCE / NUMBER
Please detail any issues or problems encountered and any over/under spend:		

VERSION UPDATES

Version	Date	Section	Details of Change
V1	November 2025	Whole document	New document
V1(b)	December 2025	Biodiversity considerations	Biodiversity duty considerations added
V1(c)	January 2026	Multiple sections removed	V(b) altered to make public version

APPROVALS AND DISTRIBUTION

Version	Date	Meeting	Reference
V1(b)	08.01.2026	Policy Review Committee	Agenda item 1
V1(c)	January 2026	Public version placed on website	-