



BARRY TOWN COUNCIL CYNGOR TREF Y BARRI

Dear Applicant,

Barry Town Council offers a number of grant programmes available for either community organisations or local businesses (subject to meeting certain Terms and Conditions **listed on the last page**) to apply to.

The Grants budget is set every April for the financial year. Grants applications will be considered at a meeting of the Finance, Policy and General Purposes Committee or at a meeting set by the Council, and sometimes on a rolling basis. The application opening dates are as follows; 16 May – 7 June 2024 and 1 November – 31 December 2024.

Grants must clearly benefit the residents within Barry. With limited funding the Town Council has to make difficult choices between competing applications and receiving a grant one year does not guarantee that future applications will be successful.

This grant application form can be used to apply to all Council Grant Programmes. Applicants must specify which grant programme they are submitting their application under in order for it to be considered appropriately.

Please identify which of the following grant programmes you are submitting your application under;

Grant Programme	Please tick which grant programme you are submitting
Vibrant Culture Grants	
Small Business Grants	
Community / Voluntary Organisations Financial Assistance	
Green Grants	
Shop Local – Grant Request	
Christmas Lunches	

If you require assistance whilst completing this form, please email info@barrytowncouncil.gov.uk

We wish you the best of luck with your application.

Kind regards,

Emily Forbes
Chief Officer

*The Council welcomes correspondence in English or Welsh
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

TOWN HALL, KING SQUARE, HOLTON ROAD, BARRY, CF63 4RW Tel: (01446) 738663 Email: info@barrytowncouncil.gov.uk	NEUADD Y DREF, SGWÂR Y BRENIN, HEOL HOLTON, Y BARRI, CF63 4RW Ffôn: (01446) 738663 Eboost: info@barrytowncouncil.gov.uk
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www.barrytowncouncil.gov.uk

APPLICATION FORM

SECTION 1. YOUR BUSINESS / ORGANISATION'S DETAILS

Name of Business / Organisation	
Project/Event title	
Contact Name	
Address for correspondence	
Phone Number	
Mobile Number	
Email Address	
Briefly tell us what your business/organisation does:	

SECTION 2. PROJECT SUMMARY

Please provide detail of your project/event, include the following information:

- **Describe what currently exists, what it is you want to do and what the end product(s) will be.**
 - **Specify the location of your event/project if it relates to particular property or land.**
 - **Tell us who will manage your event/project and describe their relevant experience.**
 - **Explain the need for the event/project (include any evidence of need if you have this)**
 - **Provide any other information that will help us fully understand your project/event and its benefits**
 - **Tell us when you anticipate starting and completing your project/event**
- Describe how you intend to reflect the bilingual nature of the community and your audience in the activity(ies) for which you require financial support.
 - The Local Menter laith can provide advice and practical assistance in relation to the bilingual content of the activity, including information on grants available for this purpose.

SECTION 3. WELL-BEING GOALS (please refer to the Guidance)

Which of the following outcomes do you think your project or activity contributes to? (you can tick more than one) Please refer to the Wellbeing Guidance document for further information.

- A prosperous Barry (essential for Shop Local & Small Business Grants)
- A resilient Barry (essential for Green Grants)
- A healthier Barry
- A more equal Barry
- A Barry of cohesive communities (essential for Community/Voluntary Organisations Financial Assistance Grants)
- A Barry of vibrant culture and thriving Welsh Language
- A globally responsible Barry

Please explain how your project/event fits with the above and can help the Council to deliver its wellbeing goals.

SECTION 5. PROJECT OUTCOMES

What do you hope to achieve through your project/event? Please list any specific outcomes and refer to the Guidance notes here.

SECTION 6. REGULATORY

Are all consents and permissions in place to allow the project/event to proceed? You should be able to provide details and evidence of ownership/land agreement for the project any other relevant consents, where applicable.

Do you have insurance in place for this project/event/activity? YES / NO

If this grant is in support of an event, please confirm whether Event Insurance has been sought or will be sought: YES/NO

SECTION 7. SAFEGUARDING

Barry Town Council has a robust Safeguarding Children, Young People and Vulnerable Adults Protection Policy which they would expect any successful organisation to adhere to, a copy of which is available on request.

Alternatively, if you have a similar policy in place Barry Town Council would be grateful if you could advise that you have such a policy in place and that it is adhered to.

We _____ (name of business / organisation) have a Safeguarding Policy in place which is adhered to by all our employees / volunteers

OR

We _____ (name of business / organisation) do not have our own Safeguarding Children, Young People and Vulnerable Adults Protection Policy in place, but confirm we will adhere to Barry Town Council's policy. Please send a copy to _____ (email address)

If this grant is in support of an event, please confirm whether Event Insurance has been sought or will be sought: YES/NO

SECTION 7. YOUR SIGNATURE

I confirm that the answers given on this application form are true and accurate to the best of my knowledge and belief. I understand that Barry Town Council may collect corroborating information at any time during the application process.

I further confirm that this information is made on the basis that I shall agree to the following conditions, should the application be successful:

- To use the grant for the purpose agreed in the Grant Contract
- To prepare any reports as required relating to the work for which funding is received.
- To agree to any additional monitoring as required.
- In the event of the organisation/business terminating before completion of the work for which the grant is received, any part of the grant which is unspent/unused shall be returned to, including the return or transfer to Barry Town Council of any assets purchased with the grant
- In the event that the organisation/business terminate, the applicant is expected to return or transfer to Barry Town Council any assets purchased with the grant.
- You may be asked to partake in promotional interviews, press releases, and social media posts to promote the fund.

Please be aware that images and information on your organisation/business or group may be used to publicise the scheme in the press, and in marketing materials.

As an administrator of Public Funds, and to meet its due diligence practices, Barry Town Council may require sight of your Governing Document / latest accounts / specific policies. We will be in touch with you if we require this information.

The information that you provide to Barry Town Council will be held for the purpose of monitoring and evaluation.

We would also like to add you to our database of community organisations / businesses in order to receive information on other sources of funding and support that may be of benefit to you.

Please circle "YES" if you would like to be added to Barry Town Council's database;

YES / NO

Please sign below to confirm that you consent to all of the above and that the information that you have provided is accurate and true

Signature:	
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Name in BLOCK CAPITALS:	
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Date:	
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Your completed application along with supporting evidence and checklist should be sent electronically to info@barrytowncouncil.gov.uk

If unavoidable, an application may be sent in hard copy to Barry Town Council, Town Hall, King Square, Holton Road, Barry, CF63 4RW.

APPLICATION CHECKLIST

	Yes	No
I have read and understood the guidelines / notes / terms and conditions for applicants. (This will help you complete your application correctly and avoid delays in processing)		
I have fully completed and signed the application form (either electronically or in hard copy)		
I have provided evidence of land owner's consent, land agreement and other permissions or licenses, where applicable		
I have included a scanned copy of quotations for each item in accordance with tender guidelines		
I have the required insurance in place and am able to provide evidence of this.		

Terms and Conditions of Grants

1. All sections of the application form must be completed and **returned to:** Town Hall, Kings Square, Barry, CF63 4RW. Applications received after the closing date will **not** be considered.
2. Applications must be supported with a copy of the organisations most recent audited statement of accounts. Newly established organisations who have yet to complete their first year in existence will not be eligible for grants.
3. All projects / services / activities must meet at least one of the seven Wellbeing Goals set out below:
 - A prosperous Barry
 - A resilient Barry
 - A healthier Barry
 - A more equal Barry
 - A Barry of cohesive communities
 - A Barry of vibrant culture and thriving Welsh Language
 - A globally responsible Barry
4. The organisation must either be based within Barry, or be able to demonstrate that it benefits a significant number of people living in Barry. Section 137 of the Local Government Act 1972 states that any financial assistance given to a local organisation must bring direct benefit to a local authority's area or any part of it or all or some of its inhabitants, by virtue of the very definition used in the 1972 Act applications from or on behalf of individuals cannot be considered.
5. Where the grant is for a long term, capital project it may be necessary to stagger payments.
6. Where a grant is awarded for a capital project Barry Town Council are not responsible for any future maintenance costs related to that project.
7. All applications complying with the above criteria will be considered on their merits with no guarantee of an award.
8. The Council reserves the right to require the successful organisation to allow the Chair of Finance, Policy & General Purposes Committee or his/her representative to inspect the finished project or purchased equipment in the case of a grant required for capital purposes.
10. Exclusions – The Council are not permitted, under Section 137 of the Local Government Act 1972, to award grants to assist individuals.
11. The recipient of the grant from Barry Town Council will be required to provide evidence of the spend, through receipts and photographs. If the full amount

awarded is not accounted for/unspent, the outstanding amount will be returned to Barry Town Council.

12. All businesses/organisations requesting grant funding will be required to consider/evidence accessibility access, uses and legislation in the applications where applicable.