



# 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) to apply to.

The Grants budget is set every April for the financial year. Grants applications will be considered at the next meeting of the Finance, Policy and General Purposes Committee or at a meeting set by the Council, and sometimes on a rolling basis.

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;

<b>Grant Programme</b>	<b>Please tick which grant programme you are submitting your application under</b>
Vibrant Culture Grants	
Small Business Grants	
Community / Voluntary Organisations Financial Assistance	
Green Grants	
Shop Local – Grant Request	
Street Party	
Christmas Lunches	

If you require assistance whilst completing this form, please email [info@barrytowncouncil.gov.uk](mailto: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*

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TOWN HALL, KING SQUARE, HOLTON ROAD, BARRY, CF63 4RW Tel: (01446) 738663 Email: <a href="mailto:info@barrytowncouncil.gov.uk">info@barrytowncouncil.gov.uk</a>	NEUADD Y DREF, SGWÂR Y BRENIN, HEOL HOLTON, Y BARRI, CF63 4RW Ffôn: (01446) 738663 Eboost: <a href="mailto:info@barrytowncouncil.gov.uk">info@barrytowncouncil.gov.uk</a>
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[www.barrytowncouncil.gov.uk](http://www.barrytowncouncil.gov.uk)

## APPLICATION FORM

### SECTION 1. YOUR BUSINESS / ORGANISATION'S DETAILS

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

## 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**





## **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:**

**Name in BLOCK CAPITALS:**

**Date:**

Your completed application along with supporting evidence and checklist should be sent electronically to [info@barrytowncouncil.gov.uk](mailto: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 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.		