



NewquayCouncil

CorporateService

Name of Policy:

Grant Policy 2024

Date of Inception:



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

| Policy/Procedure File Status | | | |
|------------------------------|--------------------------------------|-------------------------|----------|
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| 06/11/2013 | Adopted | CE&TC | Last Adopted Version |
| 25/04/2022 | 2022 1.0 | CE&TC | G&R requested additional requirements in relation to safeguarding. |
| 27/07/2023 | 2023 1.1 | Office, Library & Information Service Assistant | 5.1.2 5.1.3 Adding time period of 21 days for responses then automatic withdrawal of application by office. |
| 22/04/2024 | 2024 1.0 | CE&TC | Updating the policy to now have 2 application gateways for all grants and the narrative that capital projects should also have match funding/time identified. A report/photos and feedback on what the funding has paid for is also needed. |
| 30/04/2024 | 2024 1.0 (Version 2) | CE&TC | Minor amendments made by committee (Highlighted yellow). Changed the May gateway to June and set parameters on determining the percentage split per gateway as well as what to do if applications are received after a deadline. |

| Review Record | | | | |
|---------------|--------------------------|-----------------|---|--------------|
| Date | Type of Review Conducted | Stage Completed | Summary of Actions Taken or Decisions Made | Completed By |
| 28/01/2019 | Full | Yes | Recommended changes highlighted | CE&TC |
| 07/05/2022 | Specific | Yes | Change to include Safeguarding Policy requirements | CE&TC |
| 22/04/2024 | Full | | Changes highlighted - as per discussion at Feb 2024 G&R meeting | CE&TC |

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1.0 Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Newquay Town Council.

This procedure is prepared in accordance with the Town Council's new policy on grants and introduces a new procedure for Officers to conduct initial filtering of applications against a set of criteria.

Newquay Town Council is empowered and committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

1.1 Policy Statement

A grant or subsidy is any payment made by Newquay Town Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Newquay Town Council. The purpose of any grant or subsidy given by Newquay Town Council is to support initiatives in the local community and to help create opportunities for the residents of Newquay that are not, as a matter of course, funded by Newquay Town Council or Cornwall Council.

2.0 General Principals

2.0.1 The Council will now have two gateways per year, where grant applications will be invited from the community/community groups that meet the criteria.

2.0.1.1 The two gateways will be in June and September.

2.0.1.1.1 At their first meeting post Annual Council Meeting each year, the committees which hold a budget for grants will determine the percentage split of funds for each of the two gateways and whether they will permit applications that miss the first gateway deadline to be kept and considered as part of the second gateway or simply refused.

2.0.1.1.2 Officer reviews will be conducted within 1 month of the gateway closing date.

2.0.1.1.3 Committee(s) will review the relevant applications, post officer review.

2.0.2 Grant applications must be fully completed and assessed against a set of criteria laid down by members of Newquay Town Council.

2.0.3 If a grant application is refused by an officer, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

2.0.4 If an application is:

2.0.4.1 *not called in by a relevant number of Town Councillors*

2.0.4.2 *is refused on appeal*

2.0.4.3 *is not appealed within the deadline set or*

2.0.4.4 *has been turned down by members at a previous Committee meeting*

2.0.5 then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

3.0 Application Process



Key:

A. Apply

An application is made using the Grant Application Form (Copy is in Appendix 1)

B. Officer Review

An officer reviews the application against a set of criteria, which can be found in the Normal Eligibility Criteria section of this document and either issues a Refusal Notice (with details of the appeals procedure) or Progresses it to a Committee meeting (usually Governance and Resources {G&R}).

C. Officer Refusal

As soon as an Officer Refusal Notice is issued, the applicant will be sent a copy and given 30 days to appeal. Members of the G&R Committee will be sent a copy of the notice in-case they wish to call-in an application themselves.

3.1 Appeal Time

Applicants have 30 days from the Notice to appeal the Officer Refusal Notice or for 1 member of the G&R Committee or 2 Non-G&R Committee members to call-in the application.

3.1.A Appeal Refused or No Appeal Lodged

Either the Appeal is refused by either the Town Clerk, or an officer on behalf of the Town Clerk, and the Chairman/Vice Chairman of the G&R Committee (where relevant) or no appeal has been applied for within the 30 day deadline.

3.1.B Successfully Appealed or Called-in

Either the Appeal has been successful or the application has been called in by either 1 member of the G&R Committee or 2 Non-G&R Committee members.

3.2 Standard Re-Application Embargo

If an application has

- (i) been refused after appeal
- (ii) has not been appealed and 30 days have passed or
- (iii) has been refused by either committee or full council

then the applicant cannot re-apply for the same or similar grant for a period not less than 12 months from the date of the expiration of the 30 days appeal deadline or the date of the final decision notice from an officer, committee or full council. Should a grant be re-applied for which is of a similar or same request to that which is under the 12 month embargo it will automatically be turned down without appeal or the ability for a member to call it in (The Town

Clerk, or the relevant officer, will provide details of the reasoning for application refusal).

D. Officer Support

If an officer believes the application is valid and meets the eligibility criteria, then the application shall be progressed to Committee.

E. Goes to Committee

Should an application be

- (i) progressed by an officer
- (ii) called-in by either 1 member of G&R or 2 non- G&R Committee members or
- (iii) is successful in its appeal

then the committee shall deliberate over the application. This may require the applicant to come in just before the committee meeting to perform a presentation about the application submitted. Presentations usually take place just before the meeting (on the day of the meeting) and each applicant is given 15 minutes to present and answer questions. It is advised to leave about 8 minutes of your 15 minutes for questions to be asked by members.

Applicants must perform a presentation if they are requesting £1000 or more otherwise the application will not be progressed. Applicants are invited to the meeting at least 5 working days before the meeting. If an applicant confirms they cannot attend that date and time, then their application shall be deferred to a future meeting.

F. Referred to Full Council

Sometimes the G&R Committee does not have the authority or the ability to spend over certain amounts or from certain reserves. This results in a referral (or recommendation) to a Full Council meeting for a final decision over a grant the G&R committee wishes to support either in full or in part.

Full Council will either support the grant recommendation, turn it down or seek further information. If Full Council refuses the grant then that decision is final.

G. Successful

If a grant has gone through a committee (and Full Council if relevant) and is successful, then the applicant will be advised that they have 12 months to apply for the funding to be released. There are often conditions placed on the funding and some conditions will have to be met before any funds are released. The 12 months can be extended for larger, capital projects but are not usually extended for smaller or event-type projects; unless the event is happening post the 12 month period and this was stated within the original grant request form.

H. Refused

If a grant has gone through a committee or Full Council and has been refused, then the applicant cannot re-apply or submit a further grant request for the same or a similar project for a period of 12 months. If an officer receives the same or similar request in this period, then it will automatically be refused without appeal or the ability for a member to call-in the application.

4.0 Normal Eligibility Criteria

This section outlines the normal Eligibility Criteria for grants from Newquay Town Council. The list is not fully exhaustive, but gives the key areas grant applications should focus on.

4.1 Mandatory Requirements

Grant Request must fulfil all of the below mandatory requirements or must provide clear and strong justification as to why it does not meet the requirement(s):

- 4.1.1 Application must contain a current/most recent bank statements
- 4.1.2 Public Liability Insurance Certificates are required for any events or projects
- 4.1.3 Employee Liability Insurance Certificates are required if staff are involved
- 4.1.4 Buildings insurance (if request relates to funding towards this purpose)
- 4.1.5 An applicant's home address and personal contact details are required, as well as any registered address for the organisation (if appropriate).
- 4.1.6 The Application must contain a current copy of the organisation's constitution and, where relevant; Articles of Association.
- 4.1.7 The applicant must have a robust Safeguarding Policy for vulnerable adults or children should their project in anyway involve such activities.
- 4.1.8 For grants of £1000 or over, there is a requirement for a presentation shortly before a future G&R or other relevant committee meeting.
- 4.1.9 All successful applications must provide receipts and supporting documents after the money has been spent and this is a requirement for a grant request as well as providing a report to the Council to assist in providing a transparent audit trail of its awarded funding and what it has achieved.

4.2 Key Priority Areas of Newquay Town Council

The grant is for a project which fits into one or more of the following:

- 4.2.1 Promotes Tourism and Leisure for both visitors to Newquay, or Newquay residents with a community focus
- 4.2.2 Supports the Town Council's local safety campaigns
- 4.2.3 The request is to support a community or charity event within the Newquay Parish that will:

- 4.2.3.1 *enhance or add to the existing events held in Newquay*
- 4.2.3.2 *promote community pride*
- 4.2.3.3 *inspire local students and younger residents to learn more about an important local issue or local history/culture*
- 4.2.4 Promotes a sports related initiative or event
- 4.2.5 Promotes Newquay to a wider platform, focusing on increasing visitors to the Newquay area and boosting local economic activity
- 4.2.6 Promotes environmental issues which improve the amenity of the parish

4.3 Applications which are not usually eligible

The Town Council will not consider applications for or from the following (unless in exceptional circumstances for some criteria):

- 4.3.1 Statutory services
- 4.3.2 Expeditions or trips
- 4.3.3 Replacement for statutory funding
- 4.3.4 Bursaries or scholarships
- 4.3.5 Projects outside of the Newquay Parish and does not provide a significant strategic advantage to Newquay.
- 4.3.6 Individuals
- 4.3.7 Hospitality
- 4.3.8 National Charities
- 4.3.9 Salaries or routine administration costs
- 4.3.10 "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 4.3.11 Private organisations operated as a business to generate a profit or surplus
- 4.3.12 Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- 4.3.13 Projects with party political links
- 4.3.14 Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
- 4.3.15 Projects which discriminate on the grounds of race or religion
- 4.3.16 Grants in excess of £5000 which are not significant community capital projects within the Newquay Parish
- 4.3.17 Projects which do not benefit the Newquay Community at large
- 4.3.18 To 'branches' that could be funded by their main organisation
- 4.3.19 For buildings that are uninsured
- 4.3.20 The project competes or conflicts with any service, project or event being supported, organised or funded by Newquay Town Council

- 4.3.21 Applications from organisations with substantial unallocated resources will not be considered a priority for funding and will usually be unsuccessful
- 4.3.22 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

4.4 Guidelines for Grant Applications and Further Information

- 4.4.1 In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.
- 4.4.2 If an organisation is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant for a period of not less than 23 months.
- 4.4.3 It is a condition of any grant application that the group or project must bring direct benefit to the residents of Newquay. All applications must clearly demonstrate how this will be achieved.
- 4.4.4 Grant Aid application forms are available from the Town Clerk or from the Town Council website. Application forms must be submitted during the application gateway along with the latest set of the group’s accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission. Applications received outside the relevant gateway will not be considered unless waiting for the second gateway (if the relevant committee allows this).
- 4.4.5 Grant applications cannot be made retrospectively.
- 4.4.6 The scheme provides start-up awards for new as well as grants for existing organisations.
- 4.4.7 Applications may be considered for day-to-day running expenses and individual projects.
- 4.4.8 Applications from religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 4.4.9 Newquay Town Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
- 4.4.10 Schools will only be grant aided for environmental purposes or if, in the opinion of Newquay Town Council, their application is for the

benefit of the wider community. The project must be in addition to statutory services.

4.4.11 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must be in addition to statutory services.

4.4.12 Grant applications will be considered against the following criteria:

4.4.12.1 application received within a grant gateway

4.4.12.2 meeting the priorities as set out above

4.4.12.3 meeting an identified need

4.4.12.4 viability of the project

4.4.12.5 majority of those to benefit should be residents of the Parish of Newquay

4.4.13 Newquay Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

4.4.14 Grants will only be awarded for forthcoming projects – not retrospectively.

4.4.15 It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Newquay Town Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Newquay Town Council within 12 months of when the grant was awarded to the applicant.

4.4.16 Although Newquay Town Council will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.

4.4.17 Newquay Town Council reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

4.4.18 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be available to the organisation when all other funding is in place/secured and for a period of 12 months from the date Newquay Town Council approves the request (unless otherwise determined by the Council when approving the grant). Should the funds continue to be required for the project after the 12 month period, a Grant Renewal request must be submitted in writing to the Town Clerk outlining a full update, reasons for any delays and details

of the short, medium and long-term project plan. This request will be administered by the Town Clerk and usually both the Governance and Resources Committee and Full Council.

- 4.4.19 Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property. The Town Council may seek a 1st charge to be placed on any land which may need to be purchased under the project to protect against any significant project risks.
- 4.4.20 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 4.4.21 The size of any grant awarded is at the sole discretion of Newquay Town Council.
- 4.4.22 Newquay Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate and this may be through a grant award contract.
- 4.4.23 Grant requests for capital funding/projects must include an element of match funding from other sources. In some circumstances, the Council may consider identified time or in-kind support in lieu of financial match funding but this is on a case by case basis and the project/activity must clearly display a strong benefit to the Newquay community.
- 4.4.24 Newquay Town Council reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of Newquay Town Council.

4.5 Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque.

5.0 Example of Normal Reasons for Officer/Automatic Refusal

This section provides details of possible reasons for an officer refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

5.1 Officer Refusal

- 5.1.1 Application does not meet the eligibility criteria or is outside the gateway (unless waiting for the second gateway depending on whether this is permitted by the relevant committee)
- 5.1.2 Application is not complete
- 5.1.3 Further information requested on an application has not been received within 21 days of request and no-communication has been achieved with the applicant
- 5.1.4 Standard mandatory requirements are not in place/being met
- 5.1.5 Does not fit in with the Town Council's 4 year Strategy or the Key Priorities of the Town Council
- 5.1.6 Similar applications have been rejected
- 5.1.7 Following an established precedent
- 5.1.8 Such an application would set an unfair or unsustainable precedent for future applications of a similar nature
- 5.1.9 The project is considered too high risk for public funds to be contributed to it
- 5.1.10 The business case is considered flawed or unsustainable (if appropriate) or for capital projects, inadequate match funding/in kind support displayed.
- 5.1.11 The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised
- 5.1.12 Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.

5.2 Automatic Refusal

An application will automatically be refused within no appeal rights if it is an application for the same or is similar to a previously refused application and has been submitted within the 12 months following the refusal (same applicant/organisation/family).

No requests will be considered from organisations or individuals who have outstanding obligations, commitments or disputes with the Town Council until such time as these are resolved to the satisfaction of the Town Council.

6.0 Deadlines

Officer Refusal Notice Issued

30 days from the date of the Refusal Notice to appeal or for a member to call-in the application to a future Committee meeting.

Refused by Committee/Full Council

Applicant cannot reapply for 12 months from the date of the Committee/Full Council Refusal Notice

Successful Grants

Subject to relevant conditions being in place, successful applicants will be given a deadline to release the funding towards a project/activity which will be a maximum of 12 months. This will normally be within a number of months or within a financial year. Funds not requested will be automatically re-allocated. An extension can be requested, but this is usually only granted for larger, capital projects. If the funds are automatically re-allocated after 12 months, then the applicant would need to re-apply for the grant during a future gateway as well as submitting reasons for not drawing down the funds within the deadline/extended time. It is unlikely such applications will be successful in future.

Application submission deadlines

The Council will promote the deadline of one of its grant gateways as well as how to apply and whether there is a particular focus/priority. All information including a fully completed application must be received by the deadline or the application will not be considered.

The following outlines which committee is responsible for specific grants:

| Committee | Key activities they would consider |
|----------------------------|--|
| Environment and Facilities | Open Spaces Enhancements, Environment Projects |
| Community and Tourism | Events, Tourism related, Youth related |
| Governance and Resources | General Grants, Arts related, Sports related, capital projects, major capital/infrastructure/ building improvement |

7.0 Appeals Procedure

- 7.0.1 The Appeals Procedure is only available to applicants at the initial stages of the process whereby an officer has issued an "Officer Refusal Notice". The applicant has 30 days from the date of the "Officer Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (*which may be via email or in the post*).
- 7.0.2 To appeal, the applicant needs to do any of the following:
 - 7.0.2.1 *answer and justify any observations made to the satisfaction of the officer*
 - 7.0.2.2 *provide information which is required by the officer*
 - 7.0.2.3 *put forwards a strong case for an officer to re-view the decision taken*
 - 7.0.2.4 *give further clarification on how the application meets the normal qualifying criteria*
- 7.0.3 An officer will take any appeal requests deemed valid to the committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 7.0.4 Applicants, who are appealing under 7.0.2.1-7.0.2.4 above, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

7.1 Appendix A – Grant Application Form



Grant Application Form

Notes to Applicants

To help us process your application quickly, please:

- Read the Town Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application.
- Let us know if you have any questions before sending in your application.
- Please note the 1 month before the meeting deadline for applications – the relevant committee meeting dates can be found on the Town Council's website under meetings.
- Please note that Newquay Town Council grant payments are normally released on receipt of invoices/receipts. If you are requesting any grant payments in advance to cover the cost of your project, please tick the relevant box below and explain why you require payment upfront. You must also include a cashflow statement for the project/activity.

| | | |
|--|----------|--|
| FOR OFFICE USE ONLY: Date Received | / / | |
| Reference Number | | |
| Applicant Name (Responsible for any award): | | |
| Position: | | |
| Organisation: | | |
| Contact's full postal address, including postcode. | | |
| (Payment cannot be made without a postcode): | | |
| | POSTCODE | |
| | | |
| Telephone Number: | | |
| E-mail: | | |

| | | |
|--|----------------------------|--|
| Status of Organisation: | | |
| Charity/Company number (if applicable) | | |
| Are there any Members of Newquay Town Council on your Committee? (If so, please list them) | | |
| What geographical area does your organisation cover? | | |
| How long has your organisation been in existence? (Please ✓) | Less than one year | |
| | Between one and five years | |
| | More than five years | |

Please be aware, for all applications of £1000 or more, the applicant must give a presentation to the relevant Committee.

| | Yes / No or N/A |
|--|----------------------------|
| Is this a retrospective grant application? | |
| Is your application for a capital project? | |
| Is your application for an environmental project or an enhancement to an open space/recreational facility? | |
| Is your application for an event? | |
| Are you part of a religious group? | |
| If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes? | |
| If application is for a School – Is it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services? | |
| If application is from an Education, health, or social service establishment – do you work in partnership with other groups? | |

| | |
|--|--|
| If application is from an Education, health, or social service establishment – is project in addition to statutory services? | |
|--|--|

1. Organisation Background

| Have you ever applied or received a grant from Newquay Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary) | Date Applied | Project | Amount Applied for | Were you Successful |
|--|--------------|---------|--------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| What are the aims and objectives of your organisation? | | | | |

| | |
|--|--|
| What are the main activities of your organisation? | |
| Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies) | |

2. Your project

| | | |
|-----------------------|-------------------|----------|
| Project | Start Date | / / |
| | Finish Date | / / |
| | Total Cost | |
| | Grant Applied For | |
| Project title: | | |

| | |
|---|--|
| <p>Description of project (please continue on a separate sheet if necessary):</p> | |
| <p>Where in Newquay will the project/activity take place?</p> | |
| <p>Who will benefit from the project (Please tell us what groups will benefit and approximately how many people will benefit in total)</p> | |

| | |
|---|--|
| <p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p> | |
| <p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)</p> | |
| <p>How will the project be managed and how will you measure its success?</p> | |
| <p>Please give the timescale and key milestones for your project, including a start date and finish date.</p> | |
| <p>What arrangements do you have in place to ensure safeguarding of children and young people? (Applicable only if your project involves working with this client group)</p> | |

3. How you will pay for your project.

| | | |
|--|-----------------------------|--|
| What will the money be spent on? Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on. | | |
| For all capital projects – What match funding/support do you have to support this project/application. | | |
| Grant Payment Are you requesting for your grant payment in advance to cover the cost of your project/activity? If so, please select yes or no and explain why. <i>Please note that agreement from relevant committee will be required.</i> <i>The Council reserves the right to deny a request for upfront payment but may be open to stage payments depending on the project etc.</i> | YES | |
| | NO | |
| | Explanation: | |

Please list any applications you have made for funding from other organisations in the table below:

| Organisation | Contribution Sought (£) | Applied (Please tick as appropriate) | Granted (Please tick as appropriate) |
|--------------|-------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

4. Further information enclosed Checklist.

| | Enclosed (please tick) |
|---|----------------------------------|
| A copy of your organisation's most recent bank statements (mandatory) | |
| Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory) | |
| A letter head showing the organisation's address and contact details | |
| A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status) | |
| A copy of your organisation's latest set of accounting statements (if any exist) | |
| Copies of any letters of support for your project | |
| A cash flow statement (if required, see section 2 of application form) | |
| I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box | |
| Other (please list) | |

If any of the above documents have not been enclosed, please give reasons why in the box below:

| |
|--|
| |
|--|

| | |
|--|--|
| Please confirm if the bank account you project is using is in the project's name/organisation name with 2 authorised representatives required to sign each cheque? | |
|--|--|

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- (ii) that for applications of £1000 or more, a presentation is required by the applicant(s) to the Town Council. This will be arranged prior to any meeting by the Town Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and in accordance with any grant offer letter/grant contract.
- (iv) that we will provide reports on progress at the request of the Town Council including photos or documentation where relevant/requested.
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

| | | |
|---------------------|--|--|
| Signed: | | |
| Name(s): | | |
| Position(s): | | |
| Date: | | |

Official Use Only:

Grant Gateway: _____ Gateway Deadline: _____

Date Recieved: _____ Received By: _____

Application Reference: _____

Application Processing Checklist Reference _____

Final Decision: _____ Reference: _____

Privacy Notice

Newquay Town Council takes your privacy seriously. This notice explains when and why we collect person information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. Any questions regarding this notice should be sent by email to: dpo@newquay.gov.uk

Who will control my data?

Newquay Town Council will control your data.

How do we collect information from you?

When you complete your grant application form, personal data within the form will then be collected and processed.

Why do we do this?

Newquay Town Council will hold and process your personal data for the purposes of reviewing this grant application.

What type of information is collected from you?

The personal information we collect will include;

- Your name, address, telephone number, email address.
- Insurance provider (through a copy of your insurance certification)
- Bank account details (through submission of bank statements/financial accounts)
- Names and details of key people within your organisation (records of your constitution)
- Names and details of any companies that have provided you with information to support your grant request (quotes, letters of support, evidence of other funders etc)

How we may use your personal information

We will only use your personal information to:

- Review and process your grant application.
- Notify you of relevant Council policies and procedures relating to your application.
- Contact you regarding any further enquiries we may need to make to clarify information which has been submitted.
- Contact you to inform you when your application will be discussed and whether you will be required to attend and give a presentation to Council.
- Notify you of any changes to the privacy notice

Who has access to your information?

Only Newquay Town Council, it's Officers and members, have access to your information. We may need to share this with our Internal and External auditors as part of the Annual Return however we will not share your information with any third party unless you have been notified of this through a change to our privacy notice.

How we will look after your data

Access to your information will only be made to Newquay Town Council to process it for the purposes outline in this privacy notice.

Notification of privacy notice changes

We may update this privacy notice to reflect changes to our information practices. If we make any material changes, we may notify you by email (sent to the email address you have provided us).

What are my data rights?

Your personal information belongs to you, and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in the format, you request, for example by email or letter
- Have it amended if it is incorrect or incomplete
- Have it deleted (where we do not have a legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process it
- Restrict how we process it
- Object to us using it for marketing or research purposes
- Object to us using it in relation to a legal task or in the exercise of an official authority
- Request that a person reviews an automated decision where it has an adverse effect on you. (No automated decisions are made)

How long will you keep this information for?

We will keep your data for as long as is required to process your grant application from submission to completion of the project and the end of the relevant financial year for audit purposes.

How do I exercise these rights?

If you would like to access any of the information, we hold about you or have concerns regarding the way we process your information, please contact Newquay Town Council:

Email: dpo@newquay.gov.uk

Post: Municipal Offices, Marcus Hill, Newquay TR7 1AF

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioners Officer.

Tel: 0303 123 1113

<https://ico.org/concerns>

Please mark 'X' below if you understand how your data will be processed and stored and therefore give your explicit consent for Newquay Town Council to hold your data in accordance with this Privacy Notice.

| | |
|-----|--|
| Yes | |
| No | |

Please return your completed form to:

Anne Banks – Finance and Procurement Manager

Email: corporateservice@newquay.town

Newquay Town Council, Municipal Offices, Marcus Hill, Newquay, TR7 1AF