



## GRANT AID POLICY

Haverfordwest Town Council creates an annual budget for grants to support local projects, events or activities which contribute to the wellbeing of the town and its people. The amount to be made available is agreed in the budget planning for the financial year ahead.

The process for application for funding, and the procedure of awarding funds, is transparent, accountable and accessible. Application requirements are tailored to be appropriate for the level of funding applied for, in order to encourage applicants with good projects to come forward. Supporting evidence will be required and sufficient to meet Haverfordwest Town Council's duty to tax-payers, ensuring that public money is allocated with due diligence and secures good value for money for the town.

Grants will be given in accordance with the relevant Local Government Acts and Statutes. Furthermore, grants will be given only where the application will actively contribute towards at least one of the goals of the Wellbeing of Future Generations Act. Grant funded activities must also not be in conflict with any of the seven Wellbeing Goals.

Applications will be submitted to the Town Clerk, who will check that the application is complete, including the submission of any and all supporting evidence required on the application form. Applications will first be considered at the Personnel, Policy and Finance Committee which will make a recommendation for a decision at the next Full Council meeting.

Applicants will be able to attend meetings at which their applications are considered in the usual way, but are not permitted to speak or ask questions unless invited to do so by the Chairman of that meeting. Applicants will also be provided with the assessment form completed in the decision-making process giving clear reasons for the decision made. Applicants will have the right to request further clarification or support in improving their new application, but will not have the right to appeal or contest decisions once made.

All funding awarded or refused will be agreed by a democratic vote at a Full Council meeting of Haverfordwest Town Council.

There are two tiers of grant funding available to applicants by submission of the grant application form:

Tier 1 – up to £500

Tier 2 – up to £3,000

## Emergency Grant Assistance

The Council reserves the right to consider emergency requests that do not meet the requirements stated above on a case-by-case basis. Please contact the Town Clerk in the first instance.

## GRANT AID GUIDANCE FOR APPLICANTS

### What projects do we support?

The grants are to support:

1. Projects, events or activities in Haverfordwest which will be started and completed within no more than a 12-month period.
2. Start-up costs for new organisations with a clear social purpose benefitting Haverfordwest.

Applications should make requests for costs specific to the project, activity or event being proposed.

Grants shall not cover an organisation's core running (revenue) costs.

Annual applications for the same project or event will only be considered in Tier 1.

### Wellbeing of Future Generations Act

Your proposal must also make a positive contribution to at least one of the seven 'Wellbeing Goals' below. Any project considered to be in conflict with any of the Wellbeing Goals will be rejected.

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
---

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).
--

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
--

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).
---

A society that promotes and protects culture, heritage, and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.
--

A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.
---

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic circumstances).
--

## Who can apply?

Applicants may be individuals, groups of individuals, or formally constituted organisations. “Organisations” may be unincorporated, or may be formally registered with a governing regulator such as the Charity Commission, the Community Interest Company Regulator or the Financial Conduct Authority. Applicants with a constitution will be required to submit their governing document as evidence in support of the application.

Criteria	Tier 1	Tier 2
Individuals	Y	N
New groups without a constitution or separate bank account	Y	N
Established group/organisation with a constitution and a bank account requiring a dual authority mandate	Y	Y
Private companies or businesses without social objectives	N	N

## Project Duration

You must use the grant within one year of the date specified on your award letter. We recognise that project timescales can slip for good reasons and if your project is delayed, you will need to agree any revision to the timetable with us. If a project does not ultimately proceed as planned, we require the grant to be returned.

## How and when to apply

Application forms are available on our website or by contacting the Town Council office. Grant applications will only be considered by submission of the Haverfordwest Town Council Grant Application Form, together with all the supporting evidence required on the application form. Grants are assessed on a first come first served basis.

An organisation may apply for more than one grant in any given financial year. However, the applications would have to be made for different projects.

The Town Clerk will receive your application and check that it is complete, including all necessary supporting evidence.

You should ensure the Town Clerk has agreed your application is complete no less than 8 weeks before you need to commence spending on your project.

Applications will then be assessed by the Personnel, Policy and Finance committee which will make a recommendation for a decision at the next Full Council meeting. Dates of the meetings of Full Council are publicised on our website and also by contacting the Town Council office. As a member of the public, you are welcome to attend Full Council meetings and those at which your application is considered. However, applicants may only answer questions addressed to them by the Chairman and are not permitted to take part in the discussion. Applicants will be advised of the decision following the meeting. Applicants will be provided with a copy of the completed scoring criteria and relevant literature.

## How applications are assessed

The criteria against which applications are assessed can be found in the Application Form and Scoring/Assessment Table in the application pack.

## **When a grant may have to be repaid**

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the Police and may be prosecuted.

## **Data Protection Act 2018**

We recognise the need to maintain the confidentiality of groups and individuals, and their details will not be made public in any way, except as required by law.

## **Exclusions**

The Town Council is legally obliged to use funds within its powers and limitations. The following is a list of activities which are specifically excluded. Applications for projects deemed to fall within these points will be refused:

- National appeals are, within limited exceptions, outside of the Council's grant aid policy and, at present, the Council is prevented by statute from giving financial assistance to individuals and charities operating overseas or to a fund established to help persons outside the UK
- Activities that are part of statutory obligations or replace statutory funding of any sort
- Endowments
- Salaries of any description
- Loan repayments
- Rates, council tax and utilities
- Second-hand road vehicles
- Projects with high ongoing maintenance costs – unless your group can show that you have the funds/skills to maintain them once your Haverfordwest Town Council grant runs out
- Religious / political groups unless unrestricted community benefit can be demonstrated
- Religious building fabric and grounds including halls
- Profit-making business including limited companies, sole traders or partnerships
- Projects that do not directly benefit the residents of Haverfordwest
- Projects that are written in support of an individual's needs or activities

## **Policy Review**

This policy will be reviewed on a four-year cycle. However, the policy will also be examined when a formal complaint is made to identify any areas requiring improvement.

Policy adopted: April 2021  
Policy due for review: April 2025

## Contact us

Juliet Raymond

Town Clerk and Financial Officer • Clerc y Dref ac Swyddog Ariannol

### **Haverfordwest Town Council • Cyngor Tref Hwlfordd**

Old Wool Market, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

Hen Farchnad Wlan, Stryd Y Cei, Hwlfordd, Sir Benfro, SA61 1BG

Telephone • Ffon: 01437 763771

[townclerk@haverfordwesttown.co.uk](mailto:townclerk@haverfordwesttown.co.uk)

