FISHGUARD & GOODWICK TOWN COUNCIL

1: GRANT AID POLICY

Fishguard and Goodwick 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 Fishguard & Goodwick Town Council's duty to taxpayers, 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.

If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Council will not give retrospective grants to projects already commenced or cover costs that have already been incurred and the grant cannot be increased.

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 £1,000

Grant applicants must contribute at least 20% to the overall cost of the project, either from their own funds, alternative funding options or from time given as benefit in kind. Evidence must be provided on how this 20% will be provided.

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. The Town Clerk will revert to the applicant for any missing documentation prior to the application being considered. Applications will first be considered at the Finance Committee. The Finance Committee can approve Tier 1 applications. Tier 2 applications will be reviewed by the Finance Committee who will make a recommendation for a decision at the next Full Council meeting. Every successful application will be reported to Full Council.

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, on request, 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.

1.1 Other Financial Assistance

The Council reserves the right to consider financial and donation requests that do not meet the requirements stated above on a case-by-case basis. Any requests of other financial requests must be approved by Full Council, regardless of the amount requested. Any such request should comply with grant awarding criteria. Please contact the Town Clerk in the first instance.

2: GRANT AID GUIDANCE FOR APPLICANTS

2.1 What projects do we support?

The grants are to support:

1. Projects, events or activities in Fishguard and Goodwick which will be started and completed within no more than a 12-month period.
2. Projects, events or activities may take place outside of Fishguard and Goodwick if organised and run by local community groups located in Fishguard and Goodwick. However, all applications must clearly demonstrate how the project would benefit the towns' if not held within its boundaries.
3. Start-up costs for new organisations with a clear social purpose benefitting Fishguard and Goodwick.
4. The Council welcomes applications that reflect the linguistic nature of the community, in accordance with the Council's Welsh Language Policy.
5. All projects will display the Fishguard & Goodwick Town Council logo on any publicity material.

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.

2.2 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.

1.	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.
2.	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).
3.	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.
4.	A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances).
5.	Attractive, viable, safe and well-connected communities.
6.	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.
7.	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.

2.3 Who can apply?

Applicants may be local community groups or formally constituted organisations, the Council is unable to support applications from individuals "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	N	N
New groups without a constitution or separate bank account	N	N
New and 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

2.4 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.

2.5 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 Fishguard & Goodwick 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 only apply for one grant in any given financial year, except for emergency requests as noted in 1.1 of this policy.

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 Finance Committee who will either authorise up to £500 or make a recommendation for a decision at the next Full Council meeting for higher amounts. If necessary, applications may go straight to Full Council for first consideration and a decision. Dates of the meetings of Full Council are publicised on our website and 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. On request, applicants will be provided with an explanation for reaching the decision made.

2.6 How applications are assessed

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

2.7 End of Project

On completion of the project that has been supported by a grant from Fishguard & Goodwick Town Council, you are required to provide a report to the Town Council confirming completion of the project, along with a summary of costs incurred, and the achievement of the project objectives and aims (template will be provided on award of the grant). This report must be received by the Town Council within 3 months of completion of the project. Failure to comply with this request could result in the refusal of future grant applications being considered by the Town Council. It is understood that any underspend will be reimbursed to the council.

2.8 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, except in exceptional circumstances as agreed by Full Council only. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the Police and may be prosecuted. Unspent monies must also be repaid to the Town Council.

3: 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.

4: 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 statue 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 Fishguard and Goodwick 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 Fishguard and Goodwick.
- Projects that are written in support of an individual's needs or activities.

5: Policy Review

This policy will be reviewed annually. However, the policy will also be examined when a formal complaint is made to identify any areas requiring improvement.

6: Terms and Conditions of successful grant application

- All applications over £500 are approved by Full Council and the decision is final. Meetings of the Town Council are open to members of the press and the public, and minutes of the meetings are available from the Town Council offices and the Town Council website.
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. The Council will not give retrospective grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid BACS transfer paid to the organisation / applicant detailed on the grant application form.

- Only one grant per financial year will be awarded to an organisation. The awarding of a grant in one year will not preclude, but nor will it set a precedent for continued support in future years.
- Groups working with young people and / or vulnerable adults will be required to have protection policies in place.
- Applicants will need to demonstrate that they have adequate public liability insurance for their activities.
- On completion of the project that has been supported by a grant from Fishguard & Goodwick Town Council, you are required to provide a report to the Town Council confirming completion of the project, along with a summary of costs incurred, and the achievement of the project objectives and aims (template will be provided on award of the grant). This report must be received by the Town Council within 3 months of completion of the project. Failure to comply with this request could result in the refusal of future grant applications being considered by the Town Council. It is understood that any underspend will be reimbursed to the council.
- Recognition of the grant from Fishguard and Goodwick Town Council must be made in any publicity and detailed in the group's accounts. It is requested that the Town Council's Logo appears on any publication/advertisement in recognition of the Town Councils support.
- Fishguard & Goodwick Town Council may use the details as provided in the application form to publicise any funding provided.
- We will use the name of your group (excluding personal data) and its project in our own publicity material.
- When a grant expires, the Town Council has no commitment to provide any further funding for the project.
- Due to a limited budget, we cannot guarantee that the full amount of grant funding requested will be awarded.
- All unspent and unaccounted for finances, shall be returned to the Town Council

Policy due for review:

Contact us:

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

Fishguard & Goodwick Town Council • Cyngor Tref Abergwaun ac Wdig

Town Hall, Market Square, Fishguard, Pembrokeshire SA65 9HE

Telephone • Ffon: 01348 874406
clerk@fishguardgoodwick-tc.gov.wales

Adopted: 6th October 2026

Reference: TC/26-10