



Penmaenmawr Town Council Guidance

for Covid-19 Support Grants

The Penmaenmawr Town Council is providing grants to assist those undertaking additional duties to help fight the COVID-19 virus. The grant fund will be available for an initial period of three months and will be reviewed by the Council in July 2020. Potential applicants are encouraged to contact the Town Clerk or their local Councillor to discuss eligibility or clarification of the summary below detail.

Eligibility

1. This grant is available to voluntary or community groups, charities, or individuals (only applied to i), within our Council area, who are undertaking one of the following:
 - i. The purchase of equipment or materials for the manufacture or supply of equipment to frontline workers or establishments, which help them to deal with the COVID-19 pandemic.
 - ii. The purchase of food or essential supplies, which is to be distributed to at-risk or self-isolating residents, whether prepared into meals or distributed as purchased. Additional costs involved in undertaking such preparation or distribution can be included.
 - iii. The purchase of food or essential supplies to be distributed to those suffering severe economic hardship as a result of COVID-19.
 - iv. In exceptional circumstances, volunteers undertaking regular charitable activities may claim out of pocket expenses.
2. A breakdown of how the grant was spent (including proof of expenditure) must be submitted to the Council with one month of the issue of the grant.

Claim Process

1. Submitted electronically to the Town Clerk, via clerk@penmaenmawr.org
2. Details to include Name(s), address(es) and contact details of person(s) responsible for the spend.
3. A statement of purpose and costs.
4. Details of the recipients.
5. Details of a bank account (if applicable).

Approval Process

1. Application submitted to the Town Clerk, via clerk@penmaenmawr.org.
2. Local ward councillor(s) to submit recommendation based on local knowledge/research. (If there is no conflict of interest, i.e. they are not applying for the funding on behalf of an organisation they are connected to or work with).
3. Final approval for the application will be issued by a quorum (minimum of 3) of the PTC COVID-19 Support Grant Committee, which will consist of: the Mayor, the Chair of Finance, three additional Councillors (with consideration to the Town Clerk's opinion and local ward councillor(s) recommendation).
4. This committee will regularly report back to Council a breakdown of the expenditures made from this allocation, including, but not limited to, recipients (by category), geographical distribution and volunteers' costs.

Further claims and or subsequent follow-up

1. Successful applicants will be required to supply PTC with a full breakdown on what the grant has been spent on, along with all relevant receipts.