

St Athan Community Council Grants Application Committee Terms of Reference



Adoption

These Terms of Reference were adopted by St Athan Community Council on 5th May 2026.

Minute reference:

Review date: 4th May 2027

Signed:

Name:

Chair of St Athan Community Council

1. Purpose

The Grants Application Committee is established to identify, consider and support applications for external grant funding for projects, services and initiatives that benefit St Athan and its residents.

The Committee shall support the Proper Officer and Full Council in preparing grant applications and managing grant opportunities.

2. Background

The Committee was proposed under minute item 3290, "Introduction of a Grants Committee", to support the Proper Officer in applying for grants for community and Council initiatives.

3. Membership

The Committee shall consist of no more than 6 councillor members, appointed by Full Council.

The quorum shall be 3 councillor members.

The Proper Officer and/or Responsible Financial Officer may attend meetings to provide advice and support but shall not be voting members.

4. Responsibilities

The Committee shall:

1. Identify suitable grant funding opportunities.
2. Consider whether opportunities align with Council priorities and community needs.
3. Support the Proper Officer in preparing grant applications.
4. Gather or request supporting information, including quotations, evidence of need and project details.
5. Consider financial implications, including match funding, ongoing costs and grant conditions.

6. Recommend to Full Council whether applications should be submitted or accepted.
7. Monitor progress of applications and report outcomes to Full Council.

5. Authority

The Committee may research funding opportunities, contact funders, gather information and prepare draft applications.

The Committee shall not commit the Council to expenditure, match funding, legal obligations or grant conditions without Full Council approval, unless specific delegated authority has been granted.

Final approval to submit or accept a grant application shall normally rest with Full Council.

6. Meetings

The Committee shall meet as required, particularly when grant opportunities or deadlines arise.

Meetings shall be held in accordance with the Council's Standing Orders.

Minutes shall be taken and reported to Full Council.

7. Finance and Governance

All grant activity must comply with the Council's Financial Regulations, Standing Orders and legal powers.

Before recommending an application, the Committee shall consider:

- Total project cost;
- Grant amount requested;
- Match funding requirements;
- Ongoing maintenance or revenue costs;
- Procurement requirements;
- Grant conditions and risks.

8. Conflicts of Interest

Members must declare any interests relating to grant applications, funders, partner organisations or projects.

Where required, members shall withdraw from discussion or voting in accordance with the Council's Code of Conduct.

9. Reporting

The Committee shall report to Full Council on:

- Grant opportunities identified;
- Applications being prepared;
- Applications submitted;
- Funding awarded or refused;
- Decisions required from Council.

10. Review

These Terms of Reference shall be reviewed annually by Full Council.