



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

Small Grants Application Form

We welcome applications for funding from community groups who are based within or have participants from the Community Council wards of Coedely, Collenna, Edmondstown, Penrhiwfer, Thomastown, Tylcha and Tyn-y-Bryn.

Eligibility:

Registered or non-registered charities, social enterprises, not-for-profits and community groups operating within Tonyrefail & District who have the following:

- A bank account with at least two unrelated signatories,
- A constitution,
- Less than 12 months' running costs in unrestricted reserves, and
- If relevant to the application, a Child Protection and/or Vulnerable Persons policy and procedures.

The Council will NOT normally award grants to the following organisations and projects:

- Groups with more than 12 months' running costs in unrestricted reserves,
- Core school expenditure,
- Projects with party political aims and objectives,
- Religious organisations (unless for non-religious activities),
- Projects taking place wholly or significantly outside of Tonyrefail & District,
- Retrospective applications,
- Projects due to start more than six months after the grant is awarded, or
- General fundraising appeals.

Grant Funding Objectives:

As part of our commitment to the Cwm Taf Wellbeing Plan we have taken the decision to use these shared objectives for grant applications.

Grant funding should be used:

1. To tackle loneliness and isolation within our community
2. To promote safe, confident, strong, and thriving communities improving the well-being of residents and visitors and building on our community assets.
3. To help people live long and healthy lives and overcome any challenges.
4. To grow a strong local economy with sustainable transport that attracts people to live, work and play in Cwm Taf.

General Conditions:

Grants awarded will not normally exceed £500.

The Council will only consider one application from an organisation within any financial year.

Applications will be considered twice a year in September and March.

For organisations located outside of the Council wards, the application must be accompanied by evidence of local resident attendance.

Recipients receiving a grant will need to provide a project completion report within twelve months of receipt of the grant on the prescribed form.

Receipts for all single items of expenditure above £200 will need to be provided as part of the completion report.

Applicants may be asked to give a short presentation at the Awards Night outlining how their grant was spent, their successful project and the benefits to the community.

1.1 Name of Organisation

1.2 Address of Organisation
Postcode

1.3 First Contact Person	Second Contact Person
Position:	Position:
Tel: no.	Tel: no.
Email	Email

About your Organisation

1.4 What does your organisation do? Please give as much detail as possible about what your organisation does including your aims & objectives & how it achieves these aims & objectives.

1.5 When was your organisation established?

1.6 (a) Do you have a constitution or similar document? Yes/No

(b) Do you have a Bank Account in the name of the organisation? Yes/No

(Please delete as appropriate)

A constitution is a governing document which states what your organisation does and how to achieve it. If you do not have a constitution or similar document, you will **NOT** be eligible for this grant scheme. If you have a query, please contact the Clerk, email: clerk@tonyrefail-cc.gov.wales

1.7 Which of the following best describes your organisation's work/services?

(Please tick all those applicable)

Recreational	Cultural
Educational	Services for Children/Young People
Health & Wellbeing	Services for People 50+
Environmental	Work with Disadvantaged People
Energy Efficiency	Other (<i>please state</i>)

Your Organisation's Finances

1.8 Please provide the following information:
(a) Total income in the last financial year
(b) Total expenditure in last financial year
(c) Current savings balance or unallocated funds
If amount (c) is more than £5,000.00 (five thousand pounds), please explain:

Your Organisation's Financial Details

1.9 Please give details of your organisation's bank account:	
Full Name of the Account:	
Bank / Building Society Address:	
Sort code:	Account number:
Building Society Roll number (if applicable):	

1.10 Please give the names and position held in your organisation of two of the bank signatories on your organisation's bank / building society account:	
1. Full Name:	
Position held:	
2. Full Name:	
Position held:	

The Project you wish to fund & how it addresses / meets the objectives

2.1 Please describe the project for which you request the grant & its location.
(Your answer should describe which activity/ies you need a grant for & how the funding will help deliver the aims & objectives of the project)

2.2 How have you identified the need for the project?

(Please state if there are any similar organisations in Tonyrefail & District & how your work/service delivery differs from theirs).

2.3 What genuine long term community benefit do you anticipate as a result of the grant being made? What outcomes do you hope to see as a result of the grant being made? Describe who in the community will work with you. Describe who will benefit from the project.

2.4 Timescale of the Project

Start Date:

End Date:

2.5 How will you measure the progress & success of the project?

Project Costs

3.1 Please provide a breakdown of the total cost of this project as stated in the table below:

Item	Amount £/p (Exclusive of VAT)	Tick if you wish to claim this element as part of the grant
Total (Net of VAT)		
VAT payable on above Total		
Total cost of the project		

3.2 Can your organisation recover/claim VAT back from HMRC? (delete as applicable)	Yes/No
If yes, please provide your VAT Registration Number:	

(Please note: If your organisation is able to reclaim VAT on the project, the grant scheme will only advance the net figure for the project).

3.3 How much are you asking for?	£
How much have you raised elsewhere towards this project? (Please list funders / donors & amounts raised below)	£
	£
	£
Please list any other funders / donors to whom you have applied to for this project but have not yet received approval. Please also give amounts & the date of when the outcome will be known.	
	£
	£

3.4 Other information – please outline any other information you feel would strengthen your bid.

Declaration

- I/we am/are authorised to make this application on behalf of the organisation.
- I/we certify that to the best of my/our knowledge the information contained in this application is up to date & correct.
- If the information in the application changes in any way I/we will inform the Council immediately.
- I/we confirm that if the application is successful, the organisation agrees to the following conditions:
 - To use the grant only for the purpose stated in the offer letter
 - To repay the full amount advanced under this scheme if the project does not go ahead or is not completed.
 - To complete a Project Completion Report (PCR) within 28 (twenty-eight) days of the project's completion.
 - To agree to take part in any publicity of the grant as/if required.

Name:	Position held in Organisation:
Signature:	Date:

Checklist

Please ensure you enclose the following or your application may not be considered:

- A copy of your organisation's constitution (only applicable if this is your first application to this scheme).
- A copy of your last audited accounts & most recent bank statements (showing the account name & details) Note: If you are a newly formed organisation and do not have audited accounts, please supply bank statements from the date of the opening of the account.
- Any insurance policies, lease agreements, permissions and/or safeguarding policies relevant to your application.

IMPORTANT

Please ensure that every question has been answered as incomplete application forms may not be considered and will be returned to you.

Please return this application to:

The Clerk

Address: Tonyrefail & District Community Council
Trane Cemetery, Gilfach Road
Tonyrefail, CF39 8HL

e-mail: clerk@tonyrefail-cc.gov.wales

Telephone: 01443 673991