

Funding Application Form



Type of grant applied for:

Declaration

On behalf of:

(Name of recipient organisation)

I can confirm that the information contained in this form is accurate and true and has been approved by:

(Please enter the relevant overseeing body e.g. management committee or board).

Signed:

Position in organisation:

Date:

Grant is for the express purposes approved. Any changes to the approved capital or revenue project must be agreed in writing by the County Council. The County Council will require repayment if the funding is not used for the stated and approved purpose.

1 Full Name of Organisation:

2 Organisation Details:

• Contact Name:

• Tel No:

• Contact Address:

• Postcode:

3 Status of Organisation e.g. Charity, Limited Company, Company limited by Guarantee:

4 Objects of the Organisation:

5 Is the organisation registered as a charity by the Charity Commissioners?

• Yes / No:

6 Charity Number:

7 Resources of Organisation:

• Assets:

• Total Annual Income:

• Total Annual Expenditure:

• Average 3 months trading totals:

Please supply an Income & Expenditure Statement

8 Is the applicant V.A.T. registered?

• Yes / No:

9 Please attach a copy of:

• Constitution / set of rules Yes / No:

• Copy of most recent audited accounts Yes / No:

10 Has the organisation received any grant from the County Council during the last three years?

• Yes / No: If yes, please give details below:

Year	Grant Name	Amount
2006/07		
2007/08		
2008/09		

11 Has the organisation received grant from other public sources within the last three years?

• Yes / No: If yes, please give details below:

Year	Amount	Source
2006/07		
2007/08		
2008/09		

12 Is an application being made on behalf of the organisation for a grant from any other County / Community Council or other public source?

• Yes / No: If yes, please give details and assistance sought / received. Describe status i.e application, under consideration, approved stage.

12 continued

13 Activity / Event details:

• Date of activity / event start:

• Venue / Location:

• Date of activity / event completed:

14 Brief description of project and its main objectives:

(include quantifiable details e.g. number of events, type and amount of equipment, number of courses, measurements of physical works). Append plans, drawings where relevant.

continued over

14 continued

14 continued

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[Empty form area]

17 Grant Sought

Revenue

Capital

18 Please give details of any identified non-financial / in kind support towards the project:

19 Estimated Outputs:

New part-time jobs created

Users of service / facilities

Nos. of people trained who obtain qualifications

Nos. of users of service

Jobs safeguarded

Nos. of people trained

Nos. of people trained who obtained jobs

Other

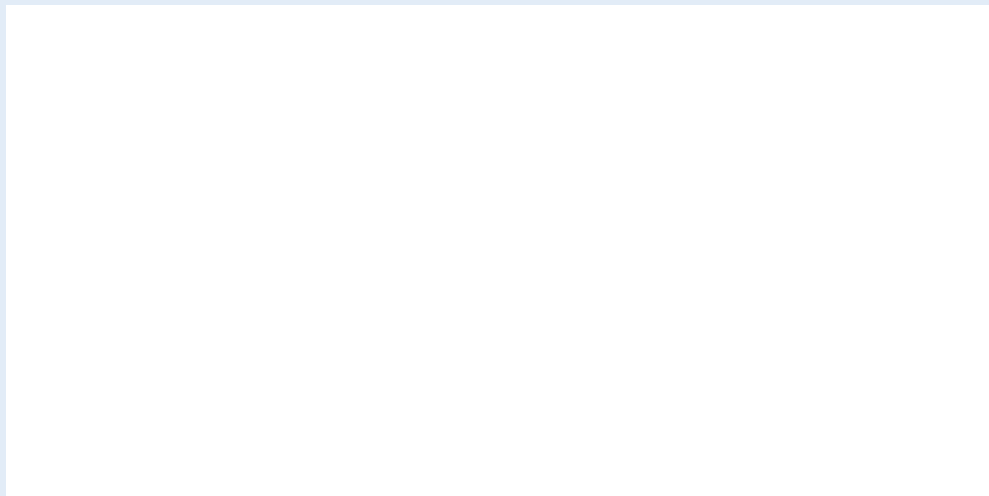
20 Does your organisation have a written Equal Opportunities policy?

- Yes / No: [✓] If yes, please attach copy.
- Is your policy monitored? [✓] If yes, explain how:

21 Does your organisation seek to ensure that staff & volunteers receive training in skills required to deliver the activities provided by the organisation? Please explain how:



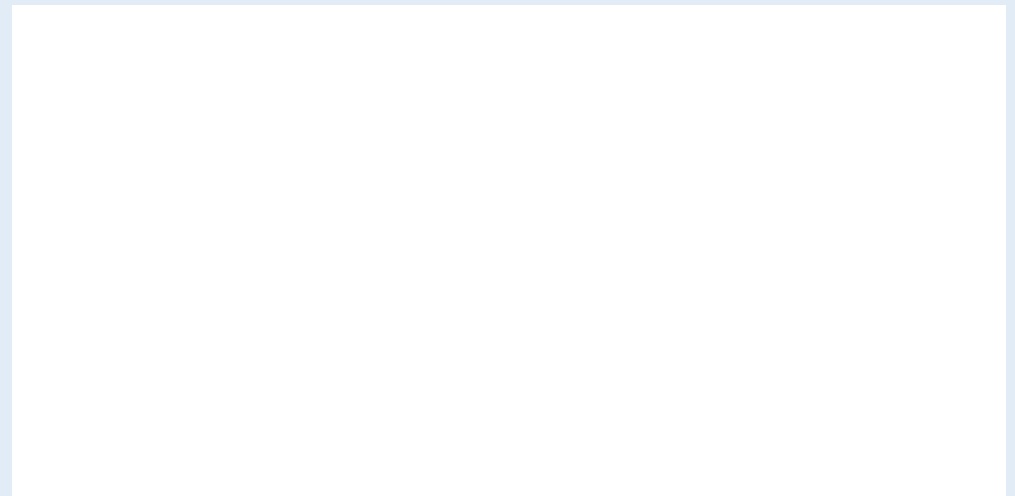
22 How do you involve your client group in decision-making process?



23 How will you monitor and evaluate the effectiveness of the activities for which you are seeking funding?



24 Will an evaluation of the effectiveness of the activity for which you are seeking funding be reported to your management committee / other?



25 Have you included the following appendices and plans attached to support your application?

Checklist



- **Application form fully completed**
Signed by both applicant and community development officer.
- **Constitution / Set Of Rules**
- **Proof Of Land Ownership**
Copy of title deeds or copy of lease agreement.
- **Statutory Consents**
e.g. planning permission / listed building consent, Environment Agency consent, building regulations, etc.
- **Proof of Match Funding**
Audited accounts / offer letters, etc.
- **Revenue Costings**
Job description, detailed breakdown of revenue costs.
- **Scheme Drawings**
Location plan, detailed or sketch drawings of scheme.
- **Business Plan**
- **Future Maintenance Statement**
- **Future Public Liability Statement**

- **Letters of Support**
- **Exit strategy for future running of project**
- **Strategy Extracts**
- If scheme involves a **play area** then written support from CCC Parks & Open Spaces Manager.
- If scheme of **conservation** interest then written support from CCC Conservation Officer.
- If scheme affects a **highway** in any way then written support from the CCC Highways Division.
- **Feasibility study**
Then a comprehensive brief of study must be linked to future bid under one of the other themes must be submitted.
- **Professional Fee**
Explanation of what consultant will be doing with breakdown of how costs estimated.
- **Voluntary Effort**
Explanation of how this was calculated.
- **Other**

The information in this application form will be held by the Authority in its records. Information given will also be used by officers of the Authority for monitoring, review and analysis of its Grant schemes.

For further information and assistance in completing the form please contact:-

Business & Community Grants

Economic Development,
Directorate of Regeneration,
Carmarthenshire County Council,
Business Resource Centre,
Parc Amanwy,
New Road,
Ammanford,
Carmarthenshire SA18 3EP

Tel: 01269 590216

Fax: 01269 590290

e-mail: community.grants@carmarthenshire.gov.uk



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