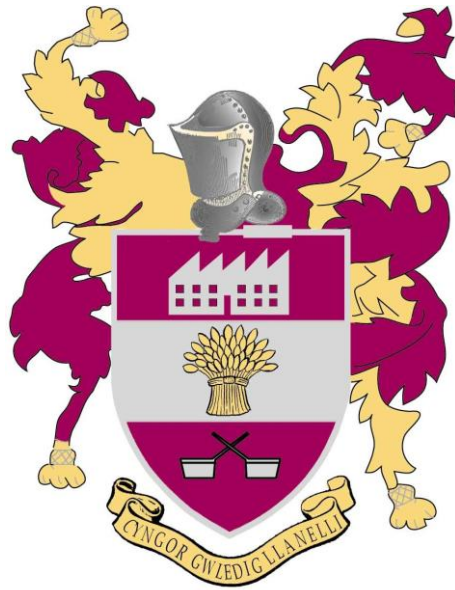


# **Llanelli Rural Council**



## **Community Development Fund**

## **Grant Application Pack**

## **1. GENERAL**

Thank you for considering whether to apply for a Community Development Grant from the Council. To help you assess your chances of success and to guide you through the process you are advised to read these guidance notes carefully.

## **2. WHAT IS THE COMMUNITY DEVELOPMENT FUND?**

The Council is committed to encouraging community development by working closely with the community by offering financial support for community based projects. The fund has been created to support community groups and organisations based in the Council's administrative area. The Council's area is made up of the following villages and communities:

Bynea, Cwmbach, Cynheidre, Dafen, Felinfoel, Five Roads, Furnace, Llwynhendy, Ponthenri, Pontyates, Pwll, Sandy and Swiss Valley.

## **3. ARE YOU ELIGIBLE TO APPLY FOR A GRANT?**

The Council welcomes applications from community groups and associations, voluntary organisations and other agencies that operate or exist within the Council's administrative area. Provided that you are committed to the community and your project is targeted at one of the villages or communities referred to in 2. above you should be eligible to apply for a grant. Applications are welcome from:

Residents' associations; hall committees; village groups/committees; forum groups; amateur sporting clubs and associations; charitable organisations providing a direct service within the Council's area and other special interest groups.

The Council will **NOT** accept applications from:

Private business ventures; other local authorities; individuals seeking support for their own self-interest; professional artists/groups or religious and political bodies.

## **4. WHAT PROJECTS WILL THE COUNCIL SUPPORT?**

We must ensure that your project makes a difference to the quality of life of people living within the Council's area. Therefore, your project must deliver public benefit and promote one or more of the following principles:

Civic pride; community identity/self-reliance; maximising and encouraging the use of community facilities; health and well-being; environmental enhancement and recreation and leisure.

The project will be scored against four headings: value for money, community development, project benefit and sustainability.

## **5. HOW MUCH CAN YOU APPLY FOR?**

The maximum grant award is £5,000. You can apply for any amount up to the maximum grant award.

## **6. HAVE YOU THOUGHT ABOUT MATCH FUNDING?**

You may use the grant to match other funders' contributions including contributions from the European Union structural funds.

Applicants are encouraged to seek funding from other grant organisations. A list of funders is attached as a guide.

## **7. PROFESSIONAL FUNDRAISERS**

The Council will not enter into negotiations with, nor discuss applications with, professional fundraisers acting on an applicant's behalf. The fees of professional fundraisers will not be accepted as eligible costs for the purpose of grant support from the Council.

## **8. FINANCIAL HEALTH AND RESERVES**

The Council will not make grants to organisations which it believes are not in good financial health or whose financial management systems are not in good order.

The Council will not give a grant to voluntary and community organisations holding balances which are greater than 12 months operating costs for the applicant organisation.

## **9. WHAT THE COUNCIL WILL NOT FUND**

The Council will not fund:

- projects which do not meet the Council's aims and objectives for promoting community development;
- retrospective costs;
- projects which promote religious or political beliefs;
- projects which are properly the subject of statutory funding;
- transport and catering costs;
- professional artists or groups;
- fireworks.

The Council will not award a grant which:

- directly replaces statutory funding;
- might lead to a statutory body withdrawing funding in the future;
- subsidise the costs of a service which is provided or paid for by a statutory body.

## 10. HOW THE GRANT WILL BE PAID

If your application is successful, the grant will be paid after invoices or receipts for supported items of the application are received.

Successful applicants who have submitted audited accounts are eligible to request 50% of the grant in advance. After invoices or receipts are received equalling that amount, a further advance of 25% can be requested.

An advance of the grant will not be made to successful applicants who have not supplied audited accounts.

Any grant made must be claimed within 12 months of notification of the award.

## 11. ADDITIONAL REQUIREMENTS

The Council must ensure that grant money is properly targeted to legitimate organisations. Therefore, you will be required to provide the following at the time of application:

- a constitution or a set of rules which demonstrates that your organisation/group is legally constituted and is eligible to receive a grant to pursue the planned or existing project or initiative;
- provide details of all bank or building society accounts in the name of your organisation/group including the signatures of at least two appropriate people required to sign for each cheque/payment;
- annual accounts/audited statements, or for new organisations/groups, a detailed balance sheet showing full operational costs;
- a brief description of the project indicating how it will make a positive contribution to the community, demonstrating that it has been sensibly costed and planned;
- undertake, when offered a grant, to comply with the Council's terms and conditions, monitoring, evaluation and reporting requirements.

The Council is keen to support sustainable practices with community development ventures. Your organisation/group can demonstrate this by submitting an environmental policy, equal opportunities policy and insurance indemnity.

# LLANELLI RURAL COUNCIL COMMUNITY DEVELOPMENT GRANT APPLICATION FORM

Prior to completing this application form please read the attached guidelines to ensure your project is eligible for grant assistance under the Council's grant scheme. Please complete in full as incomplete application forms will not be considered for grant aid. Use only the space provided in this form, continuation sheets will not be read.

## APPLICANT'S DETAILS

|               |          |
|---------------|----------|
| CONTACT NAME: | ADDRESS: |
| ORGANISATION: | .....    |
| TEL:          | .....    |
| MOBILE:       | .....    |
| EMAIL:        |          |

WHAT IS THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP?

.....

.....

.....

HOW LONG HAS YOUR ORGANISATION/GROUP BEEN ESTABLISHED?

|       |        |
|-------|--------|
|       |        |
| Years | Months |

NUMBER OF VOLUNTEERS INVOLVED IN YOUR ORGANISATION/GROUP

IS YOUR ORGANISATION/GROUP REGISTERED AS A CHARITY?      YES       NO

IF YES, PLEASE STATE YOUR CHARITY REGISTRATION NUMBER

## PROJECT DETAILS

TITLE:

DESCRIPTION:

.....

.....

.....

.....

.....

|           |       |
|-----------|-------|
| LOCATION: | WARD: |
|-----------|-------|

HAS THE PROJECT STARTED? YES  NO

PROJECT BENEFIT:

START DATE:

WHOLE COMMUNITY

COMPLETION DATE:

ORGANISATION/MEMBER

INFORMATIVE/COMMEMORATIVE

PLEASE BRIEFLY EXPLAIN HOW YOUR PROJECT WILL HELP PROMOTE COMMUNITY DEVELOPMENT AND LIST THE BENEFITS:

.....

.....

.....

.....

.....

DOES YOUR PROJECT REQUIRE PLANNING PERMISSION? YES  NO

DO YOU HAVE THE NECESSARY PLANNING PERMISSION? YES  NO

TOTAL PROJECT COST: (please provide breakdown)

| Cost (£) | Item  | Cost (£) | Item  |
|----------|-------|----------|-------|
| ..... /  | ..... | ..... /  | ..... |
| ..... /  | ..... | ..... /  | ..... |
| ..... /  | ..... | ..... /  | ..... |
| ..... /  | ..... | ..... /  | ..... |
| ..... /  | ..... | ..... /  | ..... |
| ..... /  | ..... | ..... /  | ..... |

CAN V.A.T. BE RECLAIMED? YES  NO

PLEASE STATE THE AMOUNT OF GRANT SOUGHT FROM THE COUNCIL (maximum of £5,000)

£

IS THE PROJECT SOLELY DEPENDENT ON RECEIVING GRANT AID FROM THE COUNCIL? YES  NO

IF THE COUNCIL IS UNABLE TO AWARD THE AMOUNT REQUIRED, WOULD A SMALLER AWARD BE ACCEPTABLE? YES  NO

**OTHER FUNDING SOURCES FOR THE PROJECT**

| SOURCE                              | AMOUNT     | SECURED/APPLIED FOR/TO BE APPLIED FOR |
|-------------------------------------|------------|---------------------------------------|
| Please indicate against each source |            |                                       |
| 1 .....                             | / £..... / | .....                                 |
| 2 .....                             | / £..... / | .....                                 |
| 3 .....                             | / £..... / | .....                                 |

## BANK DETAILS

Please provide details of the main bank/building society account held by your organisation into which any grant monies would be paid:

|                                |
|--------------------------------|
| NAME OF BANK/BUILDING SOCIETY: |
| ADDRESS:                       |
| NAME ON ACCOUNT:               |
| ACCOUNT NUMBER:                |
| BANK SORT CODE:                |

Please provide details of all other bank/building society account(s) held by your organisation in the box below:

| NAME OF BANK/BUILDING SOCIETY | NAME ON ACCOUNT | ACCOUNT NUMBER | BANK SORT CODE |
|-------------------------------|-----------------|----------------|----------------|
| 1 .....                       | / .....         | / .....        | / .....        |
| 2 .....                       | / .....         | / .....        | / .....        |
| 3 .....                       | / .....         | / .....        | / .....        |

Any undisclosed sources of finance may render your application invalid. A copy of the latest statement for each of these accounts, covering a period of at least one month, is requested with the application.

## ATTACHMENTS (please ✓)

### MANDATORY

- ANNUAL/AUDITED ACCOUNTS
- CONSTITUTION
- BANK STATEMENTS
- QUOTATIONS FOR PROJECT ITEMS

### IF APPLICABLE

- ARCHITECT/CONTRACTOR ESTIMATE(S)
- BUSINESS/PROJECT PLAN
- STATUTORY CONSENT(S)
- PROOF OF OWNERSHIP
- DRAWINGS OF SCHEME
- PROOF OF FUNDING
- INSURANCE INDEMNITY

# DECLARATION

We, the undersigned, on behalf of the above organisation declare that:

1. All sources of funds for the project, from whatever source, are declared in the application and any additional sources of funding that become available in respect of the project will be immediately declared to the Council.
2. Any misleading information at any stage of the application process, whether deliberately or accidentally given, may render the application invalid and require the return of any Council funds.
3. All information submitted in the application and in any supporting document(s) is truthful and accurate and the Council will be informed if there are any amendments to the application or any change in circumstances and that we are the authorised individuals permitted to complete this application on behalf of the organisation.
4. Any organisation awarded a Council grant will be subject to the monitoring policies and procedures laid down by the Council.
5. Any grant support from the Council must be formally and publicly acknowledged with due recognition to the Council.
6. All relevant enclosures as requested under the attachments section of the application are included.

SIGNED: .....

SIGNED: .....

NAME: .....

NAME: .....

CAPACITY: .....

CAPACITY: .....

DATE: .....

DATE: .....

Completed application forms to be returned to:

**Clerk to the Council,  
Llanelli Rural Council  
Vauxhall Buildings,  
Vauxhall  
Llanelli  
SA15 3BD**