

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:

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.....

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.....

LOCATION:	WARD:
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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:

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.....
.....

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 £3,000)

£

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.
7. The information provided in your grant application will be processed securely and in confidence by the Council. The information will not be disclosed to third parties. However, copies of your application form will be shared internally by officers and also distributed to Councillors serving on the Council's Grants Panel in order to consider the application alongside other applications received by the Council. Your information will be kept on file for a predetermined period after your application has been considered by the Panel. This is in accordance with the Council's document retention policy and is necessary to satisfy the Council's administrative arrangements and in order to perhaps contact you again about your application. Further information about how the Council processes personal information can be found by accessing the Council's privacy notice.

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**