**Mynydd y Gwair Local Community Fund Application Form**

**\*Please read the criteria & guidance notes before completing this form\***

If you have any communication needs or require this information in a different format please contact SCVS on 01792 544000 or scvs@scvs.org.uk

**1. Organisation details and contact information**

**a) Name of organisation:**

Address:

Telephone:

Email:

Website:

Social media profiles:

Main contact name:

Position in organisation:

Telephone number (*If different from above):*

Email address (*If different from above):*

**b)** **Charity / company registration number(s) *if applicable:***

How many trustees / committee members / directors do you currently have?

Please give the names of your officers – Chair, Secretary and Treasurer

Do you have any paid staff?

Where does your organisation work / operate?

**2. Project description**

**a)** Name of project:

**b)** Where will it take place?

**c)** When will it take place – proposed start and end dates

**d)** Aim of the project

**e)** Tell us what you will do and when (including estimated beneficiary numbers)

**f)** Evidence of need

**g)** Please list up to 3 positive benefits that you hope to achieve (outcomes)

**h)** How will you ensure that your project is open and safely available to everyone in your target audience?

**i)** Will services be available through the Welsh Language?

Face to face - Yes / No

Written Information - Yes / No

Electronic Information - Yes / No

If the answer for any of the above is ‘No’, please state the reason:

**j)** Does the activity involve building work? - Yes / No

If Yes, please answer questions below (if not, please skip to K):

**?)** Does your organisation either

- own the freehold of the land or building? - Yes / No

OR

- hold a lease of at least 10 years that cannot be ended by the landlord? - Yes / No

AND

**?)** Is planning permission needed? - Yes / No

If Yes, has this been granted? - Yes / No

**k)** How will you monitor and evaluate your project?

**l)** What plans do you have for the sustainability of the project beyond the end of any funding awarded?

**3. Project costs**

**a) Item of expenditure Cost (£)**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Total grant requested:

Costs covered from other source(s):

**b) If you have indicated that any costs will be covered by other sources, please list:**

Source – Amount – Confirmed? – Restricted for a specific item?

**c) Can VAT be reclaimed on your project costs?** - Yes / No

* If yes, please state your VAT registration number:
*Please note that if you are VAT registered then VAT will be non-claimable through this grant. If you are not VAT registered then please ensure that costs are inclusive of VAT.*

**4. Referee details**

**Name of first referee:**

**Contact details:**

* + Address
	+ Telephone number
	+ Email

**Name of second referee:**

**Contact details:**

* + Address
	+ Telephone number
	+ Email

Data Protection & GDPR: Mynydd y Gwair Local Community Fund takes your privacy seriously, and operates in line with GDPR (General Data Protection Regulation). Our lawful basis for processing your personal data is legitimate interest, we will use it for processing and monitoring your grant application. Your information may also be shared with other appropriate grant schemes within SCVS. It will be deleted 6 years after the end of the year your application was received. For full information, including your rights as a data subject, please see our Privacy Policy at [www.scvs.org.uk/privacy](http://www.scvs.org.uk/privacy)

**DECLARATION**

“I confirm on behalf of my group that I am authorised to submit this declaration and that to the best of my knowledge all information within this application is accurate.

I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.”

**Submitted on behalf of (organisation name):**

**Name:**

**Position in the organisation:**

**Telephone: Email**

**Checklist**

Please ensure that you answer all questions. Keep a copy of the form for your reference.

**Please confirm that you have attached or enclosed the following documents with your application:**

**🞎** Copy of signed constitution/governing document/rules

**🞎** Copy of equal opportunities policy

**🞎** Copy of environmental policy

**🞎** Copy of Welsh language policy

**🞎** Latest signed Annual Accounts

(or, for new groups, an Income & Expenditure forecast)

**🞎** Copy of a bank or building society statement not more than 3 months old

**🞎** Copy of 3 quotes or estimates **if applying for capital funding**

**🞎** Copy of Safeguarding Policy **if working with vulnerable adults or children**

**If you need help with any of the above please contact SCVS on 01792 544000 or** **scvs@scvs.org.uk**

**Completed forms should be returned to:**

**Alyx Baharie at Swansea CVS, Voluntary Action Centre, 7 Walter Road, Swansea SA1 5NF or by email:** **alyx\_baharie@scvs.org.uk**