

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**Policy & Partnerships Team, Penallta House, Tredomen Park,
Ystrad Mynach, Hengoed CF82 7PG**

**E-mail:** **communitygrants@caerphilly.gov.uk** **Tel: 01443 866391**

**WELSH CHURCH ACTS FUND – APPLICATION FORM**

The completed application form and supporting documents should be returned (preferably via e-mail) to the above address.

Any additional information which cannot be supplied in the space provided may be given on a separate sheet which should be signed and dated by the applicant.

**Name of organisation:**

**Does the organisation have a constitution?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (please provide a copy) |  | No |
| **Please provide the organisations’ bank account details** (these must be supplied and must be in the name of the organisation. All payments will be made via BACS transfer direct to this bank account) |
| **Name of Bank:** |  | **Branch town:** |  |
|  |  |  |  |
| **Sort code:** |  | **Account number:** |  |

**Name and address of secretary or main contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail address:** |  | **Telephone no:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Is the organisation a charity/voluntary organisation/other type of organisation?**

|  |  |  |
| --- | --- | --- |
|  | Charity (please state registration number) |  |
|  |  |  |
|  | Voluntary organisation |  |
|  |  |  |
|  | Other organisation (please state) |  |

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**Please give a brief description of the general aims of the organisation?**

**Has the organisation made an application to the Welsh Church Fund or another grant scheme operated by the Council in rcent years?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (please provide details below) |  | No |

**PLEASE READ THE GUIDELINES AT THE END OF THE FORM BEFORE COMPLETING THE FOLLOWING QUESTIONS**

**SECTION A: The Project**

**Please provide a description of what you are seeking funding for for?** (continue on additional sheets if necessary, which should be signed and dated)

**How have you identified the need for the project and how will it meet these needs?**

|  |
| --- |
|  |

**What benefits/effects will this project have for the local community?**

**SECTION B: BUILDING/PHYSICAL WORKS – ONLY COMPLETE THIS SECTION IF YOUR PROJECT RELATES TO THE REFURBISHMENT, DEVELOPMENT, EXTENSION OR CONSTRUCTION OF LAND AND/OR BUILDINGS**

If the project involves the undertaking of physical works to land and/or buildings, please complete the following sections, including the appendices where appropriate.

**Please describe the location of the land and/or buildings where the grant will be used (full address if possible)?** Please attach a location map and/or photographs where applicable.

1. **Is the land and/or building owned by the organisation applying for funding?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (go to Question G) |  | No |

1. **Is the land and/or building owned by Caerphilly County Borough Council?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No (go to Question F) |

1. **Do you already have a lease/licence on the land and/or buildings from the Council?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (go to Question G) |  | No |

1. **Will the work required be undertaken by a Council department?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (complete Appendix 1) |  | No |

1. **Will the work required be undertaken by a private contractor?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

 (Note: If the answer to this question is yes, a formal lease or licence for a minimum of six years will be required before the project can proceed. Please contact CCBC Property Services for more information)

1. **Is the land and/or building owned by a private landlord and leased/licenced to the organisation?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (complete Appendix 2) |  | No |

1. **Is Planning Permission required for the planned work?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (go to Question H) |  | No (give the reasons why not in the box below) |

1. **Has Planning Permission been obtained if needed?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (please provide evidence) |  | No |

1. **Have Building Regulations been obtained if needed?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes (please provide evidence) |  | No |  | Not applicable |

**PLEASE NOTE: QUESTIONS J TO L RELATE TO CHURCH PROJECTS ONLY – FOR PROJECTS RELATING TO OTHER LAND AND/OR BUILDINGS GO TO SECTION C**

1. **Is a ‘Grant of Faculty’ required?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

1. **If yes, has this been obtained?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

1. **Does the building have ‘Listed Building’ status?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**SECTION C: FINANCIAL DETAILS**

**Please provide a summary of the financial details relating to your project. The maximum grant available is £7,500.**

**Please note that the Welsh Church Fund cannot support retrospective costs.** (Retrospective costs are costs for work already undertaken or equipment that has been purchased prior to a formal grant offer, or there has been a verbal or written agreement with a contractor for work to be undertaken. These are ineligible from this fund and should not be included in any application you may wish to make).

**You must provide a breakdown of the costs for the whole of the project for which you are applying (not just the grant amount).**

|  |  |
| --- | --- |
| **Breakdown\***  | **Cost (£)\*\*** |
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|  |  |
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|  |  |
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|  |  |
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|  |  |
|  |  |
| **Total cost of project** |  |

\* Applicants must ensure the detail provided in the previous table corresponds with **the original quotes/estimates submitted with this application**. (Grants applications for projects with a total cost above £5,000 require 3 written quotes, and projects with a total cost of £5,000 or below require 2 written quotes)

\*\* Applicants must ensure that all costs listed are inclusive of VAT where appropriate

|  |  |
| --- | --- |
| **Amount of grant sought from Welsh Church Fund?** |  |

**Notes:**

1. The maximum grant available is £7,500.

(ii) Approved projects costing up to £7,500 will be fully grant aided if required.

(iii) Approved projects costing more than £7,500 will receive up to the maximum grant.

**How much is being sought from or provided by other sources?** (please provide details – this can include funding provided by other organisations or funders, or match funding from the applicant organisation)

|  |
| --- |
|  |

**Are you intending to reclaim the VAT on this project?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**SECTION D: DECLARATION**

I/we consent to the information provided on this form, and any information subsequently provided by me/us either verbally or in writing, to be processed for the purposes of the assessment of my/our request for assistance by Caerphilly County Borough Council. I/we understand that the information may be disclosed to Monmouthshire County Council, other related voluntary organisations, and to the Council's external auditors.

I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate. I also confirm that I am authorised to sign this agreement and to act on behalf of the organisation making this application.

**Full name of individual making this application:**

**Signature of individual making this application:**

**Capacity of individual making this application (e.g. Chair, Secretary, Treasurer etc.)**

**Date application signed:**

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process your application for grant funding.  Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

If your grant application is successful, your information will be retained for a period of 6 years plus the current year and will also be accessed by the Authority’s Corporate Finance and Audit Teams for the purposes of the administration of the financial affairs of the Authority and audit purposes.  If your grant application is unsuccessful, your information will be retained for a period of 2 years.

You have a number of rights in relation to your information, including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information. If you wish to make a request to see your data, or to object to the manner in which it is processed, please contact the Data Protection Officer at the Information Unit on 01443 864322.

Under the Head of Corporate Finance’s role as Section 151 Officer, with responsibility for the administration of the financial affairs of the Authority, all applications may be subject to review. As the authorised representative of the Section 151 Officer, the Council’s Internal Audit Services must be granted access to all financial documents or records held by the applicant in relation to the approved grant funding. Any review may, if considered appropriate, include site visits to premises.

If it is found that the grant has been used for purposes other than those as stated within the application, or that any of the terms and conditions of the grant have not been complied with, the Authority, at its discretion, may withhold or recover part or all of the funding.

# Please note:

All organisations receiving financial assistance must:

* Have principles of operation which accord with legislation on employment, health and safety, racial and sexual discrimination, disability discrimination and language for employees and volunteers.
* Demonstrate an understanding of and commitment to equal opportunities concerning access, language, culture, gender and ethnic issues.

**The following criteria will be followed when considering applications to the Welsh Church Fund:**

1. The maximum grant available is £7,500.
2. Approved projects up to £7,500 will be fully grant aided if required. Larger projects will receive a maximum grant of up to £7,500+.

(iii) All organisations receiving grants must produce the necessary financial records to show the expenditure has been incurred (e.g. invoices and bank statements).

1. The agreed time limit for claiming Welsh Church Fund grants is 18 months from the date of approval.
2. Retrospective costs i.e. costs for work already undertaken or equipment that has been purchased prior to a formal grant offer, are ineligible from this fund and should not be included in any application you wish to make.

**APPENDIX 1**

**LAND AND/OR BUILDINGS OWNED BY CAERPHILLY COUNTY BOROUGH COUNCIL**

 **AND WORK TO BE UNDERTAKEN BY A COUNCIL SERVICE AREA OR DEPARTMENT**

**Please confirm you have discussed your project with the Council Service Area or Department that owns the land and/or buildings?**

|  |  |
| --- | --- |
|  | Yes |

(Please provide written confirmation of their support for the project in the form of a letter or email)

**Please provide details of the individual you have discussed the project with:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Service Area/Department:** |  |

**Who will undertake the ongoing maintenance of the project?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant organisation |  | Service Area or Department |

**APPENDIX 2**

**LAND AND/OR BUILDINGS OWNED BY A PRIVATE LANDLORD AND
LEASED/LICENSED TO THE APPLICANT ORGANISATION**

**Please confirm you have discussed your project with the organisation or business that owns the land and/or buildings?**

|  |  |
| --- | --- |
|  | Yes |

(Please provide written confirmation of their support for the project in the form of a letter or email)

**Please provide details of the individual you have discussed the project with:**

|  |  |
| --- | --- |
| **Name of individual:** |  |
| **Organisation or business name:** |  |
| **Organisation or business address:** |  |
| **Telephone number:** |  |
| **E-mail address:** |  |

**Who will undertake the ongoing maintenance of the project?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant organisation |  | Landlord |