

# ST DONATS COMMUNITY COUNCIL

## COMMUNITY GRANT GUIDANCE NOTE

### **What is it?**

The St Donats Community Council grant scheme is available to voluntary and community organisations operating in the St Donats Community Council Area which incorporates St Donats, Marcross and Monknash. It provides modest funds to organisations that have charitable purposes for capital expenditure or core funding for community events.

### **Who can apply?**

Applications are invited from community organisations and charities.

- Applications will only be considered from organisations working in the St Donats Community Council Area which incorporates St Donats, Marcross and Monknash.
- In considering applications from organisations that exist to provide hobby activities for its members, the facilities that they provide should be available to members of the public at large.

### **What can it fund?**

Applicants can apply for grant support for the following purposes:

- Support for community buildings
- Small items of equipment
- Works to comply with the Disability Discrimination Act
- Other purposes beneficial to the community (eg community events)
- Project related professional fees (eg architects and surveyors).

### **What can't it fund?**

Ineligible costs will include:

- Normal running expenses
- Planning Permission costs.

### **Discretionary Payment**

Please note that retrospective costs i.e costs for work already undertaken or equipment/work materials that have been purchased or ordered prior to a formal grant offer may not be granted. Payment will be at the discretion of the Community Council.

### **How much can I apply for?**

The Community Council have limited resources, so grants will be limited according to the funds available to the Council at the time that the application is considered by the Community Council.

### **When do I have to apply by?**

There are no set deadlines. Fully developed projects will be assessed on an individual basis.

### **Payment?**

Please note that should your project be successful; payment will usually only be made on submission of invoices at the completion of the project unless the grant is core funding for a community event.

### **How often can I apply?**

There are no restrictions on when an organisation can re-apply for funding, but only one project can be supported at one time per organisation. New applications can be submitted once all aspects of the current project are complete.

If you require further guidance, please contact the Clerk to the Community Council:

Jackie Griffin  
41, The Verlands,  
Cowbridge,  
CF71 7BY

stdonatscommunitycouncil@gmail.com

# ST DONATS COMMUNITY COUNCIL

## COMMUNITY GRANT APPLICATION FORM

### 1. Contact details:

**This section requires details of the person to whom all correspondence should be sent**

*Title:*

*First name:*

*Surname:*

*Address & Postcode:*

*Tel:*

*Mobile:*

*Email:*

### 2. Organisation / community group details:

**This section requires details of the organisation or community group you are applying of behalf of**

*Name of organisation or community group:*

*Address & Postcode (if different from above):*

*Tel (if different from above):*

*Email (if different from above):*

*If your application is successful to whom should the grant cheque be made payable:*

### 3. The Project

**Please provide a detailed description of the project you are applying for**

*For what purpose do you require funding?*

*How do you know there is a need for this project?*

*What benefit(s)/effect(s) will this project have on the local community?*

*Have you sought any other grant funding or undertaken any direct fundraising for this project? If yes, please give details:*

<i>If you receive funding when will your project start:</i>	<i>If you receive funding when will your project finish:</i>
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#### 4. Financial details

**Please provide a summary of the financial details of your project – see notes below**

Breakdown	Cost
<b>Total project cost</b>	<b>£</b>

**Notes:**

1. Please note that retrospective costs (i.e., costs for work already undertaken or equipment/work materials that have been purchased or ordered prior to a formal grant offer) are ineligible and should not be included.
2. Applicants must provide quotes/estimates that correspond with the details above.

*If your application is not for the full amount of your project, please explain how the shortfall will be met?*

#### 5. Authorisation & declaration

**This section requires the acknowledgement and signature of the main contact in section 1 and one other senior person within the organisation; Chairman, Vice Chairman, Treasurer, Secretary, etc.**

I can confirm that, to the best of my knowledge and belief, all information provided 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.

I further confirm that this application is made on the basis that if successful in full or part, the organisation will comply with the terms and conditions that follow.

I also authorise St Donats Community Council to make enquiries, in order to process my grant application.

**Applicant**

*Signature:*

  

*Position*

  

*Date:*

<b>Other Senior Person</b>	
<i>Name:</i>	<i>Position:</i>
<i>Tel:</i>	<i>Signature:</i>
<i>Email:</i>	<i>Date:</i>

## 6. Checklist

<b>You must tick every box that applies before submitting the application</b>	
I have answered all the questions.	<input type="checkbox"/>
I have signed the Authorisation & Declaration in section 5.	<input type="checkbox"/>
Another Senior Person has signed the Authorisation & Declaration in section 5.	<input type="checkbox"/>
I have enclosed quotes/estimates as detailed in section 4.	<input type="checkbox"/>
I have enclosed a signed copy of the latest audited accounts or endorsed financial statement.	<input type="checkbox"/>
I have enclosed a signed copy of the constitution of my organisation/community group.	<input type="checkbox"/>

## 7. Submission

<b>Please submit your application to The Clerk to the Community Council</b>
<p>The Clerk to St Donats Community Council,          Jackie Griffin,          41 The Verlands,          Cowbridge.          CF71 7BY</p> <p>07969 204773</p> <p><a href="mailto:stdonatcommunitycouncil@gmail.com">stdonatcommunitycouncil@gmail.com</a></p> <p><a href="http://www.stdonats.cymru">www.stdonats.cymru</a></p>