DIWYLLESIANT FUND
DETAILED GUIDELINES

The following guidelines have been provided to correspond with the questions included in the Gwynedd Diwyllesiant Fund application form.

APPLICANT'S DETAILS

1.	Primary organisation that is making the application	Provide the name of the organisation submitting the application.
2.	What is the nature of your organisation?	❏ Voluntary or unregistered establishment (with a constitution) ❏ Not for profit company ❏ Registered Charity ❏ Charitable Incorporated Organisation (CIO or SCIO) ❏ Community Interest Company (CIC) ❏ Statutory body (Community Councils) ❏ Private Company (Event organisers only) (Clear evidence must be provided that the primary focus of your company is event planning)
3.	Company / Charity Number	Note the organisation's company/charity number if relevant.
4.	Lead Contact Name	Note the name of the main contact operating on behalf of the organisation and title of post within the organisation.
5.	Contact Telephone Number	Note a phone number we can use to contact you to discuss any matters relating to your application.
6.	E-mail address	E-mail of main contact - all correspondence relating to your application will be sent to the e-mail address noted here.
7.	Does your organisation have a bank account in its name which requires two signatories to authorise Payments? Name of treasurer or person responsible for finances: Account name: Address (Associated with account): Sort Code: Account number:	❏ Yes ❏ No Insert relevant detains here.
8.	Does your group claim VAT?	❏ Yes ❏ No If your organisation does not reclaim VAT, you may apply for a grant that includes VAT costs. If your organisation does reclaim VAT, VAT items cannot be included as part of the application.
9.	What is the main activity and objectives of your organisation?	Describe what the main activity and objectives of your group are (up to 150 words).

10.	If you work with children or vulnerable adults, note which steps are undertaken to safeguard them.	Here, reference should be made to any policies and arrangements your organization has in place to protect children or vulnerable adults.

INFORMATION ABOUT THE PROJECT / EVENT FOR WHICH YOU WISH TO APPLY

11.	Project / Event Name	Provide the name of the project/event you wish the fund to finance.
12.	Project / Event Location	Note in which area the project/event will be operational, including the postcode
13.	Starting Date of the Project / Event	Note the intended start date of your project, should your application be successful. (DD/MM/YYYY). **Projects from 1ˢᵗ April 2025 are eligible.**
14.	End Date of the Project / Event	Note the date by which you expect to complete your project/event (DD/MM/YYYY) **Please note that each scheme funded through the key funds must be completed by 31 January 2026, and it will not be possible to grant an extension after this date.**

DESCRIPTION OF THE PROJECT / EVENT

15.	Overview of your project / event (up to 500 words)	Provide an overview of your project, outlining the activities, main goals, and objectives. **AIMS** Please note the following: • Details of the community's economic, social, and linguistic benefits. • Details of investment and development of the local economy. • Details of volunteers and opportunities for the participation of Gwynedd residents. • How the project/event encourages the community to take a more proactive role within the area. • How the project/event improves locations that are important to communities. • How the project/event increases job opportunities, skills development among individuals within communities, and promotes equal opportunities for all. • How the project/event encourages, protects, and enriches the environment.
16.	Why is there a need for the project / event in your area? If relevant, please also note how you have considered reaching communities across	You should reference any consultation work here and provide evidence of the local need for this project. If relevant, also note how you have considered reaching communities across Gwynedd.

	Gwynedd through your project? (up to 300 words)	
17.	Who will benefit from the project / event? (up to 150 words) Please specify numbers (e.g. number taking part, audience, or benefiting from the activity)	You should specify here how Gwynedd communities would benefit from the project.
18.	The aim of Gwynedd's 'Diwyllesiant Fund' is: *"To support the well-being and benefit of Gwynedd's communities, environment, and business through culture activities (arts and heritage), leisure (sports, activity, health,well-being) and events."* How does your project / event address the above? (up to 500 words)	You should note here how your scheme aligns with the aims of the 'Diwyllesiant Fund' as noted.
19.	How will you manage the project/event and ensure the sustainability of your scheme after the grant funding ends? (Explain your long-term goals and how you will use the funding to ensure the project/event's long-term sustainability.)	You should specify here how you will ensure the long-term sustainability of your project.
20.	What experience does your organisation have in delivering projects/events of this type, size, and scale? (up to 200 words)	Please reference examples of similar or similarly sized projects/evets that your organization has successfully delivered in the past.

NEW ACTIVITY

21.	Have you previously received grant support to carry out the type of project/event highlighted above?	❏ Yes. We have received funding in the past ❏ No. We have not received funding for this type of project/event in the past
22.	If you have answered 'Yes. We have received funding in the past', we ask you to specify: How is the activity of the	Please explain how the activity of the project / event is different from past grant funding activities. How will you use the funding to support new activities or enable your organisation to deliver new services / or attract

	project/event different, and how does it address the funding priority of 'Supporting new activities or enabling your organisation to deliver new services / or attract new audiences and beneficiaries'? (up to 300 words)	new audiences and beneficiaries.

THE WELSH LANGUAGE

23.	Does your organisation have a Welsh Language Policy or Statement?	If not, outline how you will use the grant to ensure bilingual services for the public? This may include your services (and meetings) on a face-to-face level or over the phone, printed material, signage and web pages.
24.	How does your project/event contribute to the 'Gwynedd Gymraeg' priority (Gwynedd Council Plan 2023-28)? How will you ensure that you provide every possible opportunity for local residents to engage with and use the Welsh language within the community?	You should note here how your scheme aligns with the [Chynllun Gwynedd 2023-28]().

NET ZERO

25.	How does the proposal support the wider environmental Zero Net policies or ambitions of the UK Government and Welsh Government? (up to 150 words)	The answer to this question should be specific to the project/event you are seeking funding for.

EQUALITY

26.	Describe how you have considered the equality impacts of your proposal, the relevant affected groups based on the protected characteristics, and any measures you are proposing in response to these impacts. (up to 150 words)	The answer to this question should be specific to the project/event you are seeking funding for.

FURTHER INFORMATION

27.	Does any aspect of the project involve Commercial activity?	❏ Yes ❏ No Please indicate whether the activity to be funded through this grant is a commercial activity.
28.	If so, please briefly explain what the commercial activity entails. (up to 200 words)	If you answer 'Yes' to question 27, please explain what the commercial activity entails.

FINANCIAL INFORMATION

29.	Total cost of the Project / Event	The exact cost of the project in its entirety should be

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		noted here.
30.	The total grant from this fund that is requested	Please specify the exact amount of funding you are applying for from the Diwyllesiant Fund.
31.	Match Funding Source and Amount	If you have secured match funding for your project/event, please note the total amount secured and the source of the funding.
32.	If you are requesting 100% of the project cost, please provide your rationale for this.	When answering this question, you should refer to your scheme's value for money.
33.	How have you procured your Project / Event?	You should note here how you have sought prices for your project and explain why you intend to use one company over another, showing the value for money. In addition to the guidelines, we have also provided details and good practice to seek quotations for your project/event and we suggest that you read them carefully. If any single item of procurement is over £4,999.99 then 3 quotations must be presented as supporting evidence when claiming the grant.

SUMMARY

WHAT NEEDS TO BE SUBMITTED WITH THE APPLICATION?

All applicants must present the following:
Necessary;
- Application Form
- Signed and dated copy of the Organisation's Constitution
- Recent Bank statement from the group
- Evidence that can support your application, e.g. supporting letter, research work.
- Welsh Language Policy
- Equality Policy

If Applicable;
- Evidence of any other contributions towards the scheme
- Business Plan or other suitable information showing that the project is viable
- Evidence of planning permission or written evidence from the relevant authority confirming that planning permission is not required (if relevant)
- Evidence of Building Regulations Approval or written evidence from the relevant authority confirming that Building Regulations Approval is not required (if relevant)