



Llechyd Cymru Wales Slate Community Grants Application Form

Application form for grants up to £1,000

Date received	Our reference

For applications from £250 to £1,000 (a separate form is available for grants above £1,000)

Before submitting this application, please ensure that you take the following steps:

- read the grant guidelines and terms and conditions which can be found on the website
- discuss your application in advance with; Lucy Thomas; llechyd@gwynedd.llyw.cymru / 07785 469867
- sign the declaration on part 7 of this form.

Part 1: Your Details

Name of organisation:	
Contact address:	
Postcode:	
Email:	
Name of main contact:	
Position within organisation:	
Phone:	

Part 2: About Your Group or Organisation

Describe your organisation's main purpose and regular activities – word count guidance 50-75 words

What type of group / association are you? (e.g. voluntary or community group, school, parish or town council, registered charity, limited company, social enterprise or other non-profit organisation, chapel or church group, private individual, other (please specify))

If you are a Partnership please provide details of the Partnership and all those involved, including: organisation names, role in the project, contact names and contact details for each partner

Name of group treasurer or the person responsible for finance	
Does your group, organisation or lead partner have a bank account in its name which requires two signatories to authorise payment?	
Does your organisation reclaim VAT?	
Account name	
Bank name and address	
Bank sort code	
Bank account number	

Part 3: About Your Project

Name of your project

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Describe your proposed project and its core activities. (word count guidance max 200)

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What will the benefits of the scheme be? You could think about the priority aims of this scheme which are listed in the grant guidelines and tell us which of these priorities your project will address and how (350 words max)

Describe how your project will make a difference to heritage, people and communities. I.e. how does your project address one or more priorities listed in the guidelines.

Who will benefit from your project/activity? If your project will engage with any of our target audiences listed in our grant guidelines, please let us know here:

How many people do you aim for the project to benefit?

Explain the need or demand for your project, and why funding is required now (max 200 words).

e.g. have you conducted any research which supports your claims that this project will be valuable/needed? Is this funding essential to the running of this project? What gaps is your project filling?

Does your project meet the following Welsh language criteria?

	Yes	No
Any face-to-face services or activities involving the public will be available through the medium of Welsh and English		
The printed and/or digital material produced will be fully bilingual (this includes leaflets, brochures, web pages, signs, posters, marketing materials, publicity and display).		

If not, please outline below how you'll use the grant to ensure a bilingual service to the public? This can include your group's phone and/or face-to-face services (and meetings), printed information, signs and web pages.

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Part 5: Managing Your Project

Proposed project start date (month / year):	
Project duration:	
Proposed date of termination of project (month / year):	

Project legacy

How do you plan to record, share, archive or maintain what you will be doing as part of your project? (max 150 words)

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Part 6: Project Costs

How much will it cost to deliver your project? Please list below **all** expenditure (capital and revenue) that will occur in your project.

Please refer to the Guidelines for Applicants document to ensure your costs are eligible for funding.

Type of resource. Choose the following: <ul style="list-style-type: none"> • Labour • Professional fees • Equipment and materials • Transport and accommodation 	Description Where applicable, please provide quotes / cost explanation.	Cost (£) (only include VAT if you are unable to reclaim VAT)

Total:		

Please provide details of project income. This can consist of other grants, community fundraising, your group’s reserves, and in-kind contributions (including volunteer hours - for further details on the value of volunteer hours please see the grant guidelines). This is the match funding contribution you already have or will receive to help cover your project costs. If your match funding is currently unsecured, please indicate how and by when you expect to secure this funding.

Funding Source	Secured Y/N? Please give details	Value (£)
<i>e.g. Donation from ABC Organisation</i>	<i>Yes (Attached email/confirmation letter acknowledging donation)</i>	<i>£200</i>
<i>e.g. 5 days of skilled volunteering</i>	<i>Yes (all hours have been committed to in writing)</i>	<i>£750</i>
Total:		

If the total project cost is higher than the amount applied for from this fund, please explain how you will fund the remaining costs.

Part 7: Signature and Declaration (to be signed once all other parts of the form have been completed)

I declare that the information on this application form is correct and that we as a group agree to accept the conditions on which the LleCHI LleNI grants are awarded by Cyngor Gwynedd (see grant guidelines and terms and conditions for more information)

Signature of main contact	
Name of second contact (printed) <i>At least one of the signatories must be an officer on the Management Committee.</i>	
Signature	
Date	

Part 8 - CHECKLIST

Please go through the following checklist to ensure that you have enclosed all the information you need to make an application. Applications will not be considered if incomplete.

- A completed LleCHI LleNI grant application form that is signed and dated by an appropriate person.
- Most recent set of accounts or records of expenditure. (If you are a new organisation then a letter from your bank giving your organisation's name and account number).
- Any necessary written permission required from land/building owner(s) if your application concerns land or buildings.
- Copy of planning permission and/or building regulations or a statement regarding the planning permission if your application concerns land or buildings.
- Child protection policy (if applicable)
- Vulnerable adults' policy (if applicable).
- Evidence of appropriate disclosure within Disclosure and Barring Service (previously known as CRB) e.g. Name, disclosure number and date. Do not send the DBS (CRB) checks themselves. Please note that this is a legal requirement if your organisation works with children or vulnerable adults within regulated activity. See www.homeoffice.gov.uk for guidance.
- Any other information regarding the proposed project you feel will support what you have included in your application form.

RETURN THIS FORM TO: Cistgwynedd@gwynedd.llyw.cymru

Any personal information collected will be used solely for the purposes of administering the grant. It will not be shared outside Cyngor Gwynedd. For further information about your rights under data protection legislation, please visit the Privacy Declarations section on the Council's website

