

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



Deputy Chief Executive / Dirprwy Brif Weithredwr
Nigel Barnett ICSA, CIPD, MBA

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CAERPHILLY COUNTY BOROUGH COUNCIL
Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG
Tel: Hengoed 01443 815588

APPLICATION FOR FINANCIAL ASSISTANCE

The completed application should be returned to the Head of Corporate Finance at 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.

1a Name of Organisation:.....

1b Does the Organisation have a Consitution (if yes please provide a copy) **YES/NO**

1c When was the Organisation formed?.....

1d Is the Organisation a Charity/Voluntary Organisation/Other (circle as appropriate)

If Other please state

If Charity please state registration number

1e Name and Address of the Secretary or Correspondent:

.....

.....

Email Address

Contact Telephone No.

2a Main Objectives of the Organisation:.....

.....

A greener place Man gwyrddach



Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

2b How often does the organisation meet and where?

.....

2c Is membership open to all sections of the community? YES/NO

2d Is the Organisation affiliated to a local or national organisation? YES/NO

If Yes please state

.....

2e Is the organisation drawn from people mainly resident in the Authority's area? YES/NO

2f Composition of Membership – No. of adults:.....No. of juniors:.....
(under 16 years of age)

2g Scale of membership fees or subscription:.....

.....

3a Does the organisation have its own premises:.....

3b Amount of grant sought:.....

3c Purpose for which grant is sought:.....

.....

3d How much is being sought from/provided by other sources:.....

.....

3e Has the organisation made application to this authority in recent years? YES/NO

If Yes, please give the result:.....

.....

4 Bank Account Details (This must be supplied and must be in the name of the organisation)

Bank :

Address:

Sort Code: Account No:

5 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 other related organisations, and to the Council's external auditors.

The Council undertakes to ensure that all the personal information that it receives is stored and processed in accordance with the requirements of the Data Protection Act 1998. You are generally entitled to be informed of the information the Council holds on you as an individual. 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.

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.

Please print name:

Capacity in which signed:

Signature: **Date:**

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.

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 condition of the grant have not been complied with, the Authority, at its discretion may withhold or recover part, or all of the funding.

