

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

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



Deputy Chief Executive / Dirprwy Brif Weithredwr
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CAERPHILLY COUNTY BOROUGH COUNCIL
Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG
Tel. 01443 815588

**WELSH CHURCH FUND
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 Address of Meeting Place:.....

1d Average number of meetings held per annum

1e Usual number of attendees at meetings

1f Name and Address of the Secretary or Correspondent:

Email Address

Contact Telephone No.

A greener place Man gwyrddach



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

2a **Is the Organisation a Charity/Voluntary Organisation/Other (circle as appropriate)**

If Other please state

If Charity please state registration number

2b **Has the organisation made application to the Welsh Church Fund or Local Authority in recent years.** **YES/NO**

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

.....

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

Bank:

Address:

Sort Code: **Account No:**

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

4 **THE PROJECT**

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

4a **What do you require funding for?**

.....

.....

.....

4b **How do you know there is a need for the project? (Please provide photographic evidence for any building works)**

.....

.....

4c **What benefits/effects will this project have on the local community?**

.....

.....

4d Have you previously sought any other form of funding for this project? YES/NO

If yes, please give details:

.....
.....

4e If you receive funding for the project, when will it start and finish?

Start:

Finish:

5 BUILDING/PHYSICAL WORKS

5a If the project involves the undertaking of building/physical works, please complete the following:

Is **'Planning Permission'** required **YES/NO**
If 'No' why do you believe this to be the case?

.....
.....

5b Has 'Planning Permission' been obtained YES/NO
If 'Yes' please quote Ref No Date

5c Has 'Building Regulations' been obtained? YES/NO
If 'Yes' please quote Ref No Date

5d Is a 'Grant of Faculty' required? (Church projects only) YES/NO
If 'Yes' has one been obtained? **YES/NO**

5e Does the building have 'Listed Building' status YES/NO

5f Is the building: Freehold/Leasehold/Rented/Wish to Purchase (circle as appropriate)

If NOT Freehold, what is the period of the lease?

6 FINANCIAL DETAILS

Please provide a summary of the financial details relating to your project. Please note that the Welsh Church Fund cannot support retrospective costs. (Retrospective costs ie. 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 may wish to make).

6a You must provide a breakdown of the costs for the whole of the project for which you are applying.

Breakdown*	Cost**
Total cost of project	£

* Applicants must ensure the detail above corresponds with the **original** quotes/estimates submitted with this application.

** Applicants must ensure that all costs listed above are inclusive of VAT.

6b Amount of Grant sought:.....

6c How much is being sought from/provided by other sources:.....

.....

6d Are you intending to **reclaim VAT?** YES/NO

If 'Yes' please provide details of the amount/s

VAT Registration No

7 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.

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

***The following guidelines will be followed when considering financial application to the Welsh Church Fund:-**

- (i) a grant of no more than **£2,000** be given to partly fund projects of £6,000 and over.
- (ii) smaller projects less than £6,000 be grant aided up to a **third** of the total cost.
- (iii) all organisations receiving grants produce the necessary financial records to show the expenditure has been incurred.
- (iv) no organisation be allowed to apply in consecutive years.
- (v) The agreed time limit for claiming Welsh Church Fund grants is 6 months from approval
- (vi) Retrospective costs ie 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 may wish to make.

