



**CAERPHILLY COUNTY BOROUGH COUNCIL**  
 Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG  
 Tel: 01443 86XXXX

## COMMUNITY EMPOWERMENT FUND – APPLICATION FORM

The completed application form and supporting documents should be returned to XXXXX, Policy and Partnerships Team 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.

**Name of organisation:**

**Does the organisation have a constitution?**

- Yes (please provide a copy)       No

**Please provide the organisations' bank account details**

(these must be supplied and must be in the name of the organisation. All payments will be made via BACS transfer direct to this bank account)

**Name of Bank:**

**Branch address:**

**Sort code:**

**Account number:**

**Name and address of secretary or main contact:**

**Email address:**

**Telephone no:**

**Is the organisation a charity/voluntary organisation/other?**

Charity (please state registration number)

Voluntary organisation

Other (please state)

**Please give a brief description of the general aims of the organisation?**

**Please state which electoral ward the project is located in:**

**Please state the name of ward councillor(s) that is/are supporting this project, together with a brief summary of the support provided to date:**

**Does the ward councillor that is/are supporting this project have a personal or prejudicial interest in the organisation or its activities?**

Yes (please provide details below)       No

**(Note: The ward councillor(s) must also complete a 'Declaration of Interests' form and submit it alongside this application)**

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

**THE PROJECT**

**Please provide a general description of the project that you are seeking funding for:**  
(continue on additional sheets if necessary, which should be signed and dated)

**What specifically do you require funding for?**

**How have you identified the need for the project? How will the project help to meet the identified needs?**

**What benefits/effects will this project have for the local community?**

**If there are ongoing maintenance costs associated with the project how will these be met and who will be responsible?**

### **BUILDING/PHYSICAL WORKS**

**If the project involves the undertaking of building/physical works, please complete the following. If no building/physical works are involved please go to the 'FINANCIAL DETAILS' section.**

**Is Planning Permission required for the planned work?**

Yes (please provide details below)       No

If no, why do you believe this to be the case?

**Has Planning Permission been obtained if needed?**

Yes (please provide details below)       No

If yes, please quote Ref No and date awarded:

**Have Building Regulations been obtained if needed?**

Yes (please provide details below)       No

If yes, please quote Ref No and date awarded:

**Is the building owned by the organisation applying?**       Yes       No

**If the building is not owned by the organisation, who is it owned by?**



DRAFT

**If the building is not owned by the organisation, is it rented or leased?**

**Rented** (please give details of the rental agreement period)

**Leased** (please detail the expiry date of the current lease or if it renews annually)

**FINANCIAL DETAILS**

**Please provide a summary of the financial details relating to your project. Please note that the Community Empowerment Fund cannot support retrospective costs.** (Retrospective costs are costs for work already undertaken or equipment that has been purchased prior to a formal grant offer. These are ineligible from this fund and should not be included in any application you may wish to make).

You **must** provide a breakdown of the costs **for the whole of the project** for which you are applying (not just the grant amount).

Breakdown*	Cost (£)**
<b>Total cost of project</b>	

\* Applicants must ensure the detail provided in the previous table corresponds with **the original quotes/estimates submitted with this application**. A minimum of two written quotes must be provided for each item in the above list.

\*\* Applicants must ensure that all costs listed are inclusive of VAT where appropriate

**Notes:**

- (i) The minimum grant available is £1,000 per application. This can be made up of a number of different items in order to reach this minimum limit. Applications for less than £1,000 will not be considered
- (ii) The maximum grant available is £4,490 per ward councillor (in single member wards), unless the relevant ward councillors have agreed to combine their funding pots (this will need to be discussed with the relevant ward councillors)
- (iii) Organisations may be offered less than the maximum amount of £4,490 (or multiples thereof in multi member wards) if there are multiple applications in individual wards in a single application round. Should this be the case, ward councillors in the relevant ward will be involved in discussions around prioritising which projects should be supported.

- (iv) Approved projects costing up to £4,490 (in single member wards, or multiples thereof in multi member wards) can be fully grant aided if there are no other applications in the same ward in the same round
- (v) Approved projects costing more than £4,490 (in single member wards, or multiples thereof in multi member wards) will need to secure match funding

**Amount of grant sought?**

**How much is being sought from or provided by other sources?** (please provide details – this can include funding provided by other organisations or funders, or match funding from the applicant organisation)

## 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 department of the Council, and to the Council's external auditors.

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.

**Print name:**

**Signature:**

**Capacity in which signed:**

**Date:**

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process this application for grant funding. Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

If your grant application is successful, your information will be retained for a period of 6 years plus the current year and will also be accessed by the Authority's Corporate Finance and Audit Teams for the purposes of the administration of the financial affairs of the Authority and audit purposes. If your grant application is unsuccessful, your information will be retained for a period of 2 years.

You have a number of rights in relation to your information, including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information. 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.

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.

**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.

**The following principles will be followed when dealing with applications to the Community Empowerment Fund:**

- (i) 50% of the grant amount will be paid when the grant is approved. The remaining 50% will be released on receipt of the necessary financial records to show that the grant released on project approval has been spent in accordance with the original application form submitted. Invoices/receipts and bank statements will be required as evidence. No organisation is able to apply in consecutive financial years.
- (ii) Retrospective costs i.e. 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 wish to make.