



## Grants Fund

### Criteria & Application Form

The Grants Fund is available to community groups/organisations funding is available in financial years 20\*\* (to be spent by end March 2088). Applications will be accepted for both Revenue and Capital funding

#### Meaning of “Revenue”

In the context of this guidance, “Revenue” means, items of equipment costing less than £100, short term staffing, operating, or running costs,

#### Meaning of “Capital”

In the context of this guidance, “Capital” means any physical building work, related professional fees, and the purchase of items of equipment costing over £100.

Funding will be paid in advance in one lump sum unless otherwise agreed.

### Who can apply?

Groups and Organisations are eligible if they:

- are a community led organisation;
- are a not-for-profit group;
- are working in and involving people from Swansea;
- have a constitution or set of rules, dated and signed as “adopted” by the Chair, or other senior office holder on behalf of the group; The groups shall also have up to date equalities, Welsh Language and environmental policies and other policies where necessary i.e. Vulnerable adults, childrens policies and meet appropriate safeguarding requirements.
- have a bank account, in the name of the group, which requires at least two signatures;
- can provide a copy of their most recent accounts or statement of income and expenditure **and** a bank statement. These must be audited or signed as approved by the Chair or other senior office holder; If the group are a new organization and have not been established long enough to have audited accounts the group must supply bank statements for the period to date.

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- spend the grant in the appropriate timescale and use the grant only for the purpose agreed in the offer letter.

### Who is not eligible for funding?

The rules of the Fund prevent the following groups/organisations/ individuals from applying.

- Political Organisations.
- National Organisations, unless the group is a local branch with local management/accountability arrangements and bank account.
- Organisations whose annual turnover exceeds more than £150,000.
- Town and Community Councils.
- Other Statutory Organisations.
- Schools – however the school PTA/Friends may apply to the Trust Fund provided the funding is not to carry out improvements to the building or grounds or is to provide equipment or educational trips, which could reasonably be expected to be provided by the LEA.
- Religious groups – capital projects to buildings only or community projects not limited to affiliates.

### CRITERIA

In all cases eligibility for funding would be dependent on applicants demonstrating:

- the relevance of the proposal to the Criteria
- that the beneficiaries would be primarily people most in need of support (socially excluded, young people, elderly, those with a disability or those experience high levels of deprivation etc); based on the Criteria
- that the impact of the project is clear and the outcomes of the project are measurable;
- that there is community support for the proposal.

The following list gives you some idea of what the Fund is **not able** to support (this list is not exhaustive):

- applications for unspecified items e.g. contingency money;

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- retrospective applications, for example we would not accept an application for equipment which has already been purchased or an event which has all ready taken place;
- staff costs for permanent or contracted posts. The Fund will consider applications for fixed term, sessional workers or non contractual work (i.e. play schemes)
- Core costs – Rents, utilities, insurances, hospitality etc. unless they form an essential part of the project submitted (e.g. room/venue hire for community based projects)
- applications can not be made on behalf of a project for another group, if the group is un-constituted but meets all other criteria the group must apply in their own name but ask a constituted group to provide their bank account details, constitution and accounts.
- applications for any form of vehicles e.g mini buses, buses, boats, caravans, etc
- duplication or additional funding for a project

### When Can we apply?

opening and Closing dates

### What are the terms and conditions of the Fund?

If the application is successful, they will be offered a grant subject to Standard terms and conditions which will form part of the offer letter.

The decisions of the grant assessment panel are final

The grant awards will be in the public domain. All successful grants may be subject to publicity and where appropriate be progressed through the councils internal reporting procedures, including assessment and monitoring of completed projects..

### **Checklist**

Please ensure that you answer all questions, sign the form, enclose everything that is asked for and tick boxes below. Keep a copy of the form for your reference.

#### **Use this checklist to ensure you are sending a complete application**

- All questions have been answered
- The application form has been signed by the main contact
- A copy of the application form has been kept for future reference
- An Electronic Copy has been sent to (address)

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### **You have enclosed:**

- Copy of signed constitution/governing document/rules
- Copy of equal opportunities policy
- Copy of Welsh Language Policy
- Copy of environmental policy
  
- Copy of Vulnerable Adults/child protection policy (if applicable)
- Latest signed Annual Accounts  
(or, for new groups, an Income & Expenditure forecast)
- Copy of bank or building society statement not more than 3 months old
- Copy of quotes or estimates (if applicable)



## Small Grants Fund Application Form

**For office use only:**

Date Rec'd:

Ref No:

**Please read the criteria & guidance notes before completing this form.**

Completed forms should be returned to

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](#) on our website.

Should you require this information in a different format, please contact Partnership and Commissioning Team, City and County of Swansea, The Guildhall, SA1 4PE on Tel 07976 899384 or via e mail on [spencer.martin@swansea.gov.uk](mailto:spencer.martin@swansea.gov.uk). Please return the completed application to the above address.

If you need help or if you have difficulty completing this form in the current format, contact

### Q1 Contact Details

Contact name

Name of group

Address

Tel

E mail

Position in group

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**Q2**

What are the main activities of your group

**Q3**

Describe the project/activity you are applying for in no more than 100 words

**Q4**

In no more than 100 words, explain how the project will help to Achieve the Aim of the grant fund

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### Q5

In no more than 100 words, describe how the project will ensure that the beneficiaries will be primarily people most in need of support. And outline how you will monitor the success of your project.

### Q7 Welsh Language Provision

Will services be available through the Welsh Language?

Face to Face                      Yes       No       Not applicable

Written Information              Yes       No       Not applicable

Electronic Information              Yes       No       Not applicable

If the answer for any of the above is 'No' or 'Not applicable' please state reason below:

### Q8

How much grant in <u>total</u> are you applying for? <b>Please give details below:</b>	£
Item of expenditure	Cost
<b>TOTAL COST</b>	

**Q9 About your Group**

Charity or other Registration number (if applicable)	
Does your group have a bank account in its name requiring at least two signatures to authorise withdrawals? <i>We will need a copy of a recent bank statement.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
When was your group established?	
How many people are involved in running your group?	
Management committee _____	Volunteers _____
Members _____	Paid staff _____
Please give the names of your officers:	
Chair:	
Secretary:	
Treasurer:	
If you work with children or vulnerable adults please tell us what steps your group takes to safeguard them: (enclose copy of vulnerable adults/child protection policy if adopted)	

**DECLARATION**

I confirm on behalf of my group that I am authorised to sign this declaration and that to the best of my knowledge all information within this application is accurate.  
I understand that the grant must be spent for the purpose for which it is awarded otherwise it may be subject to repayment in part or in whole.

Signature of main contact:		Date:	
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