

Clerk to the Community Council
The Old Smithy
Rudry
Caerphilly
CF83 3DG
Email: clerk@dwrccouncil.co.uk
Website: www.dwrccouncil.co.uk



GRANT APPLICATION FORM

Please refer to the guidance notes and criteria before submitting your application. If you need any assistance, please contact us.

Please indicate what type of funding you are seeking:-

Revenue Grant

Capital Grant

Name of Group/Organisation:

(must be the same as the name the cheque is to be made payable to)

Main Contact Name:

Contact Address:

Daytime Phone Number of Contact:

Contact Email Address:

Are you a newly formed group? (less than 1 year) YES NO

How long has your group been operating?

Does you have a voluntary management committee/steering group?

YES NO

Does your group have a formal constitution/governing documents? YES NO

Does your group have an Equal Opportunities Policy/Statement?

YES NO

Does your group have an annual record of accounts?

Please attach a copy of your most recent accounts or latest bank statement to your application

YES NO

Have you applied for a grant from Draethen, Waterloo & Rudry Community Council before?

YES NO

Please describe your group's main activities:

How much are you applying for?

When would you require payment?

What is the grant for?

Who in Draethen, Waterloo and Rudry will benefit from it?

Number of People (Approximately):

How will Draethen, Waterloo and Rudry benefit from it (Continue on a separate sheet if necessary)?

Have any other bodies been approached for grant funding in relation to this application/project?

YES NO

If yes, please provide details:

If a national organisation, please state your involvement within the community of Draethen, Waterloo and Rudry, if any:

Please provide a full breakdown of the project costs and how they will be funded (Continue on a separate sheet if necessary):

Item	Cost	Funded From
Total Project Cost:		

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding? (Continue on a separate sheet if necessary)

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If successful, your grant will be paid by cheque payment, please provide the following information:

Account Name:	
Sort Code:	
Account Number:	

If you have any additional information to support your application, please include here (Continue on a separate sheet if necessary):

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PLEASE READ THE FOLLOWING IMPORTANT TERMS AND CONDITIONS CAREFULLY. BY SIGNING THIS FORM, YOU ARE CONFIRMING THAT:

- You are an official representative of your group and are authorised to apply for funding on their behalf
- Your details can be held by Draethen, Waterloo and Rudry Community Council in accordance with the Data Protection Act to administer the grants process
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected
- Information about your group and your project may be made available as part of Draethen, Waterloo and Rudry Community Council's decision making system. Personal contact details and bank details will not be made public
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure
- You will provide Draethen, Waterloo & Rudry Community Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies
- You will provide Draethen, Waterloo & Rudry Community Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful
- You confirm that the information given in this application is a fair and accurate description of your group and your proposed project
- You are authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grant process

I Agree: (Please tick the box)

Signature:

Date:

Position in Organisation:

**Please send your
COMPLETED APPLICATION FORM
A COPY OF YOUR LATEST ACCOUNTS OR BANK STATEMENT
AND
ANY SUPPORTING INFORMATION
to:
Jayne Garland
Clerk to Draethen, Waterloo & Rudry Community Council
The Old Smithy, Rudry
Caerphilly CF83 3DG
Or email: clerk@dwrccouncil.co.uk**

DATA PROTECTION

Draethen, Waterloo & Rudry Community Council will be data controller for any personal data you provide as part of this application. When the application is reported to the Community Council the name and address of the contact person will not normally be published. However, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including information that has not been published. Where financial assistance is approved your data will be kept for 7 years as part of the Community Council's financial records.

Under data protection legislation you have the right:

- To access the personal data the Community Council holds on you
- To require us to rectify inaccuracies in that data
- To lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection

The contact details for the ICO Wales Regional Office:-

Information Commissioner's Office
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone:- **0330 414 6421**
Email Address:- wales@ico.org.uk

WHEN YOU CONTACT US the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party. Your information may however be published in the public domain if you require the Council to discuss the matter raised.

For further information please see our full Privacy Notice on our website:
<http://www.dwrcouncil.co.uk/Draethen-Waterloo-Rudry/Default.aspx>