



CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL
2 Rowes Terrace, Plough Bank, Montgomery, Powys. SY15 6QD
E J Humphreys MA Oxf, FdA Community Governance, FSLCC
Clerc i'r Cyngor | Clerk to the Council

Annual Community Grants Application Form

Applications are invited from clubs, associations and organisations providing benefit
in the

Churchstoke Community Council Area

(including Churchstoke, Hyssington, Mellington, Old Churchstoke, Pentre, Snead,
and White Grit)

for small grants from the Annual Community Grants Fund.

Please read the terms of reference of the scheme on page two and fill in application
details on pages three to six.

Essential Terms

For reasons of openness, fairness and transparency, Council emphasises that, applications will NOT be considered unless they meet the purpose, scope and criteria outlined in the Terms of Reference, and full supporting documentation is provided.

Please refer to full Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme.

The Terms of Reference can be found on the council's web site at www.churchstoke.org/Finance

or by request to

email: clerk@churchstoke.org.
or telephone 01686-668790.

Please note your group is expected to provide the council with a written report on the activity undertaken with the grant by the following March. Failure to provide a written report will mean that no further applications by your group for financial support will be considered.

Data Protection Statement

Churchstoke Community Council will be collecting and holding data about applicants and referees (including names and addresses) and will use the information supplied on the application forms to administer requests for a Community Grant, analyse grants and for its own research purposes. The community council may share the information with auditors, accountants, and government bodies in the interests of safeguarding public funds.

By accepting a community grant the applicant and/or applicant organisation is accepting the community may use application information in publicity and reports.

About your group. Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme.

Q1: Contact details

Name of your group	<input type="text"/>		
Name of main contact	<input type="text"/>		
Position held in the group	<input type="text"/>		
Address of main contact	<input type="text"/>		
Post Code	<input type="text"/>	telephone (day)	<input type="text"/>
		telephone (eve)	<input type="text"/>
		email	<input type="text"/>

Q2: Groups which are part of other groups.

Is your group part of another larger group (yes/no)?	<input type="text"/>
If so, what is that larger group?	<input type="text"/>

Q3: What type is your group?

Club	<input type="text"/>	Voluntary Org.	<input type="text"/>
Business	<input type="text"/>	Trade Assoc.	<input type="text"/>
If other, please indicate	<input type="text"/>		

Q4: Does your group have the following?

Constitution	<input type="text"/>	If so, please supply a copy
Annual Accounts	<input type="text"/>	If so, please supply a copy of the most recent completed accounts
Chairman	<input type="text"/>	Treasurer
Secretary	<input type="text"/>	Committee
Bank Account	<input type="text"/>	If so, please supply a copy of the last 2 bank statements

Q5: When was your group set up?

Month	<input type="text"/>	Year	<input type="text"/>
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Q6: About the activities of your group.

What are main activities of your group?	<input type="text"/>
What geographical area(s) does your group serve?	<input type="text"/>

Q7: About the membership of your group.

No. of members	<input type="text"/>	No. of committee members	<input type="text"/>
Can anyone join the group (yes/no)?	<input type="text"/>		

If not, what are the restrictions?				
From what geographical area(s) does the membership come?				
What ages are your group members? (indicate numbers below)				
0-10		11-18		
19-25		26-59		
60+		all ages		

About the grant for which you are applying. Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme. Note that if the grant is used to purposes other than stated, it may result in a requirement to repay.

Q8: For how much money are you applying in total?	£
Please supply breakdown of expenditure.	
	£
	£
	£
	£
	£

Q9: Describe below how you intend to use the grant?

Q10: When will the money be spent?	

Q11: Does the group agree to provide proof of expenditure and end of grant report?	
Note that refusal to provide proof may result in requirement to repay. Failure to provide a written end of grant report will mean that no further applications by your group for financial support will be considered.	

Q12: Describe below who will benefit from the grant?

Q13: What ages of people will benefit from the grant?			
0-10		11-18	
19-25		26-59	
60+		all ages	

Q14: Describe below what contribution your group is making itself.

Q15: About other funding.

Have you other funding from outside your group (yes/no)?	
If so, from where?	

Other Information. Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme.

Q16: Previous applications.

Has your group ever previously applied for a community grant?	
If so, when?	
If so how much was requested?	£
If so, how much was awarded?	£

Q17: Financial details of your group.

What are your current bank balances?	£
From most recent annual accounts	
year ending	
total income	£
total expenditure	£
profit or loss	£
cash reserve	£
other assets	£
investments	£

Q18: Bank details

account name			
account number		bank sort code	
bank name			
bank address			

How many people are needed to sign cheques or make withdrawals? There should have at least two signatories, who must not be related to each other.	
name 1	position 1
name 2	position 2
name 3	position 3
name 4	position 4

Declarations, signatures and references. Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme.

Q19: Applicant.

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I have read and agree to abide by the summary terms of reference on page two of this application form and confirm that the details above are accurate and true.

Name	<input type="text"/>	Signature	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>		
Post Code	<input type="text"/>	telephone (day)	<input type="text"/>
		telephone (eve)	<input type="text"/>
		email	<input type="text"/>

Q20: Two referees (who should not be members of your group).
First Referee – I know the applicant and confirm that to the best of my knowledge that the group operates in the community as described above.

Name	<input type="text"/>	Signature	<input type="text"/>
		Date	<input type="text"/>
Address	<input type="text"/>		
Post Code	<input type="text"/>	telephone (day)	<input type="text"/>
		telephone (eve)	<input type="text"/>
		email	<input type="text"/>

Second Referee – I know the applicant and confirm that to the best of my knowledge that the group operates in the community as described above.

Name	<input type="text"/>	Signature	<input type="text"/>
		Date	<input type="text"/>
Address	<input type="text"/>		
Post Code	<input type="text"/>	telephone (day)	<input type="text"/>
		telephone (eve)	<input type="text"/>
		email	<input type="text"/>

Applications return details:
 Completed application form & supporting documents to be returned to the Clerk to the Council by email to clerk@churchstoke.org or by post to E J Humphreys, Clerk to the Council, 2 Rows Terrace, Plough Bank, Montgomery Powys, SY15 6QD.