

**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**  
2 Rows Terrace, Plough Bank, Montgomery, Powys. SY15 6QD

## **Annual Community Green Grants Application Form**

Applications are invited from local clubs, associations and organisations  
in the

### **Churchstoke Community Council Area**

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

for small grants from the Annual Community Green Grants Fund

**Funds are raised from the collection of**

**Glass  
Textiles  
Paper & Cardboard  
Garden & Green Waste**

**at the  
Waste Re-cycling Collection Site  
Car Park, Harry Tuffins Supermarket, Churchstoke**

**The more we use it, the more we protect our environment.**

**The more we use it, the more money will be available for our own  
community.**

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

## Terms of Reference

Churchstoke Community Council is aware that the values of proceeds from recycling is falling, and has reviewed the Terms of Reference to consider multiple applications serving a single benefit/ purpose or organisation, locality of organisations, and greater rigour regarding supply of supporting documents to an application, in order provide better clarity for applicants, council, and the general public.

The new Terms of Reference have been approved by Full Council on 29<sup>th</sup> April 2014.

**For reasons of openness, fairness and transparency, Council wishes to emphasise that in view of limited funds, 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.**

The Terms of Reference can be found on the council's web site at [www.churchstoke.org](http://www.churchstoke.org)

or by request to

E J Humphreys, Clerk to the Council  
2 Rows Terrace, Plough Bank, Montgomery Powys, SY15 6QD

(tel: 01686-668790)  
(email: [clerk@churchstoke.org](mailto:clerk@churchstoke.org)).

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

### **REMINDER**

**Please note that if your group received a grant in the previous year the scheme was running, that one of the conditions of grant was 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.**

|   |  |   |  |
|---|--|---|--|
| <b>About your group.</b> Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme. |  |   |  |
| <b>Q1: Contact details</b>  |  |   |  |
| Name of your group  |  |   |  |
| Name of main contact  |  |   |  |
| Position held in the group  |  |   |  |
| Address of main contact   |  |   |  |
| Post Code   |  | 'phone (day)  |  |
|   |  | 'phone (eve)  |  |
| <b>Q2: Groups which are part of other groups.</b>   |  |   |  |
| Is your group part of another larger group (yes/no)?  |  |   |  |
| If so, what is that larger group?   |  |   |  |
| <b>Q3: What type is your group?</b>   |  |   |  |
| Club  |  | Voluntary Org.  |  |
| Business  |  | Trade Assoc.  |  |
| If other please indicate  |  |   |  |
| <b>Q4: Does your group have the following?</b>  |  |   |  |
| Constitution  |  | <u>If so please supply a copy</u>                                       |  |
| Annual Accounts   |  | <u>If so please supply a copy of the most recent completed accounts</u> |  |
| Chairman  |  | Treasurer   |  |
| Secretary   |  | Committee   |  |
| Bank Account  |  | <u>If so please supply a copy of the last 2 months bank statements</u>  |  |
| <b>Q5: When was your group set up?</b>  |  |   |  |
| Month   |  | Year  |  |
| <b>Q6: About the activities of your group.</b>  |  |   |  |
| What are main activities of your group?   |  |   |  |
| What geographical area(s) does your group serve?  |  |   |  |
| <b>Q7: About the membership of your group.</b>  |  |   |  |
| No. of members  |  | No. of committee members  |  |

|   |  |          |  |
|---|--|----------|--|
| Can anyone join the group (yes/no)?<br>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.

|  |   |
|--|---|
| <b>Q8: For how much money are you applying in total?</b> | £ |
| 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.**

|   |                      |
|---|----------------------|
|   |                      |
| <b>Q15: About other funding.</b>  |                      |
| Have you other funding from outside your group (yes/no)? <input type="text"/> |                      |
| If so, from where?  | <input type="text"/> |

|  |                        |
|--|------------------------|
| <b>Other Information.</b> Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme. |                        |
| <b>Q16: Previous applications.</b>   |                        |
| Has your group ever previously applied for green grants?   | <input type="text"/>   |
| If so, when?   | <input type="text"/>   |
| If so how much was requested?  | £ <input type="text"/> |
| If so, how much was awarded?   | £ <input type="text"/> |

|  |  |
|--|--|
| <b>Q17: Financial details of your group.</b> |  |
| What are your current bank balances?         | £ <input type="text"/>                   |
| From most recent annual accounts             | year ending <input type="text"/>         |
|  | total income £ <input type="text"/>      |
|  | total expenditure £ <input type="text"/> |
|  | profit or loss £ <input type="text"/>    |
|  | cash reserve £ <input type="text"/>      |
|  | other assets £ <input type="text"/>      |
|  | investments £ <input type="text"/>       |

|  |                      |
|--|----------------------|
| <b>Q18: Bank details</b>   |                      |
| account name   | <input type="text"/> |
| account number   | <input type="text"/> |
| bank name  | <input type="text"/> |
| bank address   | <input type="text"/> |
| 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   | <input type="text"/> |
| name 2   | <input type="text"/> |
| name 3   | <input type="text"/> |
| name 4   | <input type="text"/> |
| position 1   | <input type="text"/> |
| position 2   | <input type="text"/> |
| position 3   | <input type="text"/> |
| position 4   | <input type="text"/> |

|  |  |
|--|--|
| <b>Declarations, signatures and references.</b> Please refer to Terms of Reference to ensure your application is within purpose, scope and criteria of the scheme. |  |
| <b>Q19: Applicant.</b>   |  |

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"/> | 'phone (day) | <input type="text"/> |
|           |                      | 'phone (eve) | <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"/> | 'phone (day) | <input type="text"/> |
|           |                      | 'phone (eve) | <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"/> | 'phone (day) | <input type="text"/> |
|           |                      | 'phone (eve) | <input type="text"/> |

**Applications return details:**

Completed application form & supporting documents to be returned to the Clerk to the Council **by 31<sup>st</sup> May** at: E J Humphreys, Clerk to the Council, 2 Rows Terrace, Plough Bank, Montgomery Powys, SY15 6QD.

Churchstoke Community Council would like to acknowledge and thank Delfin Investments Ltd for generously hosting the waste re-cycling collection site, and for maintaining cleanliness around the collection banks.