This form should be completed for requests of funding from the Bridgend County Borough Council Community Action Fund. Applications for funding of less than £500 will not be considered.

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| **PURPOSE OF FUNDING** | | | |
| Q1: Name of Organisation/Group | |  | |
| Q2: Location: | |  | |
| Q3: Please describe the purpose for which funding is required.  (*A full breakdown of proposed spending is necessary, including any VAT. Include details of what the project will do, and what the intended benefit is for residents of the ward and who will benefit)* | |  | |
| Q4: When is the latest date funding will be required by to deliver the proposed outcomes?  Date:-------------------- | | | |
| Q5.How will the funding be used to promote the economic, social or environmental  wellbeing of the ward or those living within it? | | | |
| Q6: Is this addressing an Environmental Improvement?  **Y N** | Q7: Is this a community based project?  **Y N** | | Q8: Is this ……………………………?  **Y N** |

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| **FUNDING REQUESTED** | |
| Q9: Total cost of delivering the project? | £ |
| Q10: Total funding requested from Councillor Community Action Fund? \* | £ |
| Q11:  (a). Total funding of other grants which have been secured or  applied for? | £ |
| (b). Name of Body/ies providing any external funding towards this  project |  |

\* 3 quotes are required for funding over £1,000. Tick to confirm you have attached 3 quotes

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| **List any attached documents you are supplying in support of your application:** | |
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| **Please tick the box to confirm that funding will not be used for any of the purposes listed below** |  |
| Ward budgets **cannot** be used for the following purposes:   * Projects that would adversely impact the local community or environment like for example funding a parade for a socially excluded body. * Direct employment of staff, or for rent or general running costs of an organisation. * General charitable donations where there are no specific and identifiable benefits to the particular ward. * Gifts or hospitality (catering and refreshments). * Political activities, lobbying or campaigning. * Funding for national or regional projects (except those delivering specific benefits within the councillor’s electoral ward). * Projects that would undermine council approved priorities. * To fund retrospective applications (e.g. equipment etc. cannot be purchased and then an application submitted). * Must not have on going revenue or capital implications. * Projects/proposals that would be unlawful for the council to support. | |

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| **SUPPORTIVE COUNCILLORS** | |  |  |
| **NAME** | **WARD** | **NAME** | **WARD** |
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If more space is required please add an additional sheet with the above details completed.

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| **ORGANISATION/GROUP DETAILS** |  |  |
| Q12. Are you a registered charity?  Y N | Charity No: |  |
| Q13. Do you have a written constitution?  Y N |  |  |
| Q14: Contact Person |  | |
| Q15: Position in organisation. |  | |
| Q16. Address | Postcode |  |
| Q17. Telephone No: |  | |
| Q18:Email Address: |  | |

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| **BANK /BUILDING SOCIETY DETAILS (Must be for an organisation not an individual or a business)** | |
| Name of Bank/Building Society: |  |
| Address of Bank/Building Society: |  |
| Account Name: |  |
| Account Number or Roll No: |  |
| Sort Code: |  |
| *You must provide a copy of your Organisations bank statement (preferably less than 3 months old)* | *Please tick to confirm a copy of the required bank statement is enclosed with your application.* |

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| **VAT STATUS** | |
| VAT Registered : | Y N |
| VAT Number if registered : |  |

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| **DECLARATION** | |
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|  | |  |  | | --- | --- | |  | I confirm I have discussed this application for funding with the ward Councillor(s) to whom I am applying for funding. | |  | I apply for funding from Bridgend County Borough Council on behalf of the organisation above. | |  | I declare that I will only use the funding for the purpose intended. | |  | I declare that the information provided on this form is complete, true and accurate. | |  | If successful, I and the organisation I represent agree to abide by the terms and conditions under which funding is granted as outlined in Schedule A, and if the organisation is found to be in breach of the terms and conditions applied, funding will be repaid in full to the Council. | |  | I acknowledge that the information I have provided will be held by the Councillor and if successful will be referred to the Council and reported to the Council’s Audit Committee. | |  | I agree that any unused funding or funding not spent for the purpose intended will be returned to the Council. | |  | I confirm that I am authorised to sign this application form on behalf of the organisation or group named above. | | |
|  |  | |
|  | Signature/e-sign | |
|  | **Applicant:** | |
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Name: Position: Date:

**Data Protection Act Disclaimer**

The information contained in this form will be held by the Councillor and the Council and will only be used for the purpose intended and in accordance with the Data Protection Act. The information will be retained for a period of up to six years by the Council and details of any funding made will be publicised on the Authority’s website.

**SCHEDULE A**

**TERMS & CONDITIONS OF FUNDING**

Groups or organisations who are properly constituted and have a current bank account can apply for funding projects that benefit the local community.

Councillors may jointly support a project where it benefits more than one ward or community.

**Who can't apply:**

* Individuals
* Political party groups
* Profit Making Organisations

**Funding Eligibility:**

It is a fundamental principle of the scheme that any expenditure incurred must be lawful, must not be contrary to council policy and must benefit the local population.

Applications for expenditure should be forward looking and be for one off types of expenditure which deliver a clear and demonstrable benefit to the local community within the Councillor's electoral ward.

Funding is not available for:

1. Recurring expenditure and not for anything which could create an on-going financial commitment, e.g. administrative support.
2. Clothing/Uniform for the sole use of an individual.
3. Political activities, lobbying or campaigning.
4. Direct employment of staff, or for rent or general running costs of an organisation.
5. General charitable donations where there are no specific and identifiable benefits to the particular ward.
6. Gifts or hospitality (catering and refreshments).
7. Funding cannot be given to any request which supports any matter which is contrary to Council Policy - additionally funding cannot be provided to oppose or support any proposal, including planning proposals, which the Council has a legal obligation to determine. A decision to refuse any requests will be made by the Monitoring Officer.
8. Retrospective funding i.e. funding of a past event.
9. Funding for national or regional projects (except those delivering specific benefits within the councillor’s electoral ward).
10. Sole use facilities which are not open/accessible to the whole community.
11. Profit-making organisations are not eligible for funding under the scheme.

**Monitoring and Unused Funding:**

Organisations that receive funding are expected to have appropriate systems in place for monitoring and evaluating their projects and activities. Funding should only be used for the purpose intended as disclosed in the application form. Groups/organisations must retain all documents pertaining to the scheme/project to evidence that funds have been spent appropriately and in line with the application. The Council reserves the right of access to such documents.

Unless there are exceptional reasons, funds agreed under this scheme must be spent by the end of the financial year. Any unused funds or funding not spent for the purpose intended must be returned to the Council.

Groups or Organisations in receipt of funding from the Community Action Fund will be required to acknowledge the Council’s funding. This may include a notice stating the project was funded via the Councillors Community Action Fund, or acknowledged in the organisations publications, annual reports or meeting minutes. Individual Councillors should not be named in any permanent notices.

The grant is a one-off. There is no funding for any future costs.