

Llywodraeth Cynulliad Cymru  
Welsh Assembly Government



# Russell Commission Youth Led Grants Application Form

## Section 1 General information

**Ref**

For office use only

1.1 Name of organisation /group:

Registered charity number, if applicable

1.2 Name of main contact:

Contact address:

Postcode:

Telephone/mobile/text:

Email:

1.3 Please tell us about your self / group / organisation

## **Section 2**

### **About your Project**

2.1 Please tell us what you would like the money for (continue on separate sheet if necessary)

2.2 Please tell us who your project will benefit.

2.3 How will your project involve young people?

2.4 How will you know that your project has worked?

2.5 How much money do you need?

£

What is the money for?

Item	Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£

If the you / the members of your group are aged under 18, please provide the contact details of a responsible adult linked to your group:

<b>Name:</b>	
<b>Contact address:</b>	
	<b>Postcode:</b>

<b>Telephone/mobile/text:</b>	
<b>Email:</b>	

## About your financial details

Please give us details of your group's bank account or bank account details of the organisation that is prepared to administer any monies on your behalf.

Please evidence by providing a copy of recent bank statements for your group or your supporting organisation

Group Name on account	
Bank / building society name	
Bank / building society address	

Sort code	<input type="text"/>	Account number	<input type="text"/>
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Building society roll number (if applicable)	<input type="text"/>
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- Should you be awarded funding, Denbighshire Voluntary Services Council (DVSC) will provide further details on how payments will be made.
- Should you be awarded funding the option of sending in invoices to be paid can be discussed. This will need to be negotiated with DVSC.

Please give the names of two bank signatories and their positions for your organisation or the organisation that is supporting you.


1.	Name	<input type="text"/>	Position	<input type="text"/>
2.	Name	<input type="text"/>	Position	<input type="text"/>

## Guidance Notes / Terms and Conditions of Grant

Please read carefully

- Ensure you are authorised to complete the application on behalf of the organisation.
- Ensure all information submitted in this application is accurate. DVSC will be informed if there are any changes to this application or any change in circumstances affecting the project for which a grant has been sought.
- The project for which the grant has been sought falls within the objectives of the organisation.
- The grant will only be used for the purpose set out in the application.
- Any grant awarded will not be increased in the event of an overspend on the project.
- Applicants should note that the award must be acknowledged as a grant from DVSC and Wales Council for Voluntary Action (WCVA), and must comply with any reasonable requests relating to publicity.

- Any organisation awarded a grant from the Russell Commission Youth Led Grants shall be subject to monitoring procedures laid down by DVSC in consultation with Wales Council for Voluntary Action (WCVA) (which could involve site visits and the collection of statistics).
- The applicant will send in a simple Project Completion Report within four weeks of completion of the scheme.

 Data Protection Act 1998. The information given will be entered and processed on computer by DVSC and the forms will also be kept. The information will be used by DVSC for administration purposes of the grant scheme and for the monitoring and promotion of the voluntary sector in Wales. Personal data is limited to contact names, position, address, telephone and other contact numbers, organisation and project; it may be considered as sensitive personal data where the organisation/project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Part or all of the information you provide us with will be held on computer. This information will be used for the administration of applications and grants and for producing statistics. Copies of this information will be provided, when necessary to individuals and organisations that DVSC consults with when assessing applications and grants.

Contact details will only be disclosed to third parties for the following purposes: to enable DVSC to process your application; to enable county voluntary councils to monitor local funding; to announce successful projects, and to promote the Russell Youth Led grant scheme generally via press releases and other bona fide promotional activities including placement on the DVSC website and WCVA.

Please sign to show that you agree to DVSC using your data in this way.

**I agree to all of the grant terms, and for the above use of my data. I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.**

Contact person's signature	
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Date	
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Another member of the group (a young person if possible):	
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Date	
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Adult's signature:	
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Date	
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Before you return the form, ensure that :

- You have answered all questions.
- The form is signed by 2 authorised people in your organisation / group.
- A copy of the completed form is taken and kept in a safe place for future reference.

Please return the completed application to:

**Gerry Frobisher**  
**Denbighshire Voluntary Services Council**  
**W1, Morfa Clwyd Business Centre**  
**84, Marsh Road**  
**Rhyl**  
**Denbighshire**  
**LL18 2AT**

and keep a copy for your file (along with the *Notes for applicants*)