



Llywodraeth Cynulliad Cymru
Welsh Assembly Government



DENBIGHSHIRE CAPITAL SMALL GRANTS SCHEME 2008-2011 GRANT APPLICATION FORM

1 Name of the Group/Organisation applying for a grant:

2 Name of person submitting application: _____

Position held in the Group/Organisation: _____

Address: _____

_____ Post Code: _____

Tel No: _____ E-mail Address: _____

3 When was your group established? _____ Month _____ Year

If your Organisation/Group is a Registered Charity please put the registration number here: _____

4 What is the main activity of your Group/Organisation?

5 Do you operate in the following areas:

Rhyl West Yes/No

Rhyl South West Yes/No

6 Do you operate in the following EU Priority 3 areas:

Bodelwyddan Yes/No

Meliden Yes/No

Henllan/Upper Denbigh Yes/No

7 Tell us about the project that you want funded:

8 Please include an approximate figure of how many people will benefit from this grant: _____

How many Committee Members do you have? _____

Do you have any paid staff: Yes/No If yes, how many: _____

How many Volunteers do you have? _____

Tell us how your organisation/group is run and how the project will be managed:

9 Please refer to the *Grant Criteria* sheet [from 1 to 8] and tell us which criterion/criteria your project meets:

Please outline here how your project meets this criterion/these criteria:

10 Tell us how you know there is a need for this project:

11 Does your group/organisation work with children/young people/vulnerable adults? Yes/No

If your answer was 'Yes' please answer the following questions:

Have you carried out all necessary Criminal Records Bureau [CRB] checks on your staff and/or volunteers? Yes/No

Do you have a Child Protection Policy Yes/No

Do you have a Vulnerable Adult Policy? Yes/No

[If you have answered 'No' to any of the three questions above you are ineligible for a grant. However, please contact DVSC and we will be able to give you advice and information on CRB checks and on how to draw up and adopt these policies].

12 (i) The total cost of the project is: [£]

(ii) How much money have you received from other funders towards this project? [£]

[Further information required in question 13]

(iii) How much of your own money are you contributing

to this project? [£]

Tell us how much money you are applying for: [£]

If you are holding more than 6 months running costs in your accounts, and you answered 'NIL' in (iii) above, please explain why you are not making a contribution towards the project cost. You must supply a copy of an estimate or quote of the costs involved [this can include a photocopy from a catalogue].

13 If you are asking us to part fund your project please tell us which other funders have been approached for funding, how much funding has been applied for, and whether these applications have been successful:

14 Is there anything else that you would like to add in support of your application?

15 Please give us your account details and confirm the number of signatures required for withdrawals:

Account Name: _____

Name of Bank or Building Society: _____

Address of Bank or Building Society: _____

Sort Code: _____ Account No: _____

Building Society Reference No [If Applicable]: _____

Number of signatures required for withdrawals: []

16 Declaration

I confirm, on behalf of the applicant Organisation/Group [which operates in Denbighshire], that I am authorised to submit this application and that the information I have provided is, to the best of my knowledge, correct and true.

Signed: _____ Date: _____

Please complete this application and return it to Denbighshire Small Capital Grants Fund, c/o Denbighshire Voluntary Services Council, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1AF.

Please ensure that you include the following with this completed application form:

- a) A constitution or set of rules for the Group/Organisation submitting the application. The constitution must be dated and signed as being adopted.
- b) A copy of your Equal Opportunities Policy [if you do not have one please contact DVSC and they will help you draw one up].
- c) A copy of your most recent Annual Statement of Accounts - this Statement must be dated and signed as a correct record of the Group/Organisation's financial activities. If you are a new group which has not, as yet, completed a full year of operation please send us a copy of your most recent bank/building society statement with an estimate of your income and expenditure for the 1st year.
- (d) Copy/ies of quotations/estimates used to calculate the costs of this project.

Please note that if any item of expenditure is in excess of £3,000 you must supply two estimates/quotes. If an item exceeds £10,000 then three estimates/quotes are required.

The closing dates for the three grant allocations during the 2010/2011 Financial Year are:

30 June, 2010

30 September, 2010

31 December, 2010