

**CWMBRAN COMMUNITY COUNCIL'S
GRANTS TO VOLUNTARY ORGANISATIONS COMMITTEE**

Application Form

Thank you for your enquiry about a grant from Cwmbran Community Council. Please complete this form as fully as possible, **attach to it the latest available accounts**, as required by the Grants Criteria, a copy of which is also attached for your information.

Please send the completed form and supporting documentation to:

The Clerk to the Council, Cwmbran Community Council, Ventnor Road, Cwmbran, Gwent NP44 3JY.

If you would like assistance in completing the form or if you have any questions you need answered before you complete the form please contact the office on
(01633) 624152

1. The name of your organisation

2. Where does your organisation meet?

3. Please give the name, address and telephone number of the person in your organisation who will be used as the Council's contact in all correspondence or in case of query

4. Please state the aims and objectives of the organisation. Please submit a copy of your organisation's constitution or terms of reference, if available

5. Please state the number of members (ie users/clients) your organisation has:-

Residing in the Cwmbran Community Area _____

Residing outside the Cwmbran Community Area _____

6. Does your organisation levy a membership charge?

If “yes” please give details below

7. Please give details in this section of any past, current or future fund-raising activities by your organisation

8. Please give details of any Local Authority grants you have received during the past twelve months or which you have recently applied for

9. Please give details of any non-Local Authority grants you have received during the past twelve months or which you have recently applied for

10. Please give details in this section of any previous grants you have received from Cwmbran Community Council

11. Please state here the reason your organisation is applying for a grant. Please be as specific as you can and state the amount you are requesting, if this is known

12. Please use this section as a continuation sheet if you would like to add any further comments or information in support of your organisation's application

13. DECLARATION

I certify that the information provided by me in this application is, to the best of my knowledge and belief, correct.

Signed _____

Please print your name _____

Your position
in your organisation _____

Date _____

CWMBRAN COMMUNITY COUNCIL

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Criteria

The following criteria have been adopted by the Cwmbran Community Council to assist with decisions about specific applications from organisations.

1. The organisation must be a non-trading, non-profit making voluntary body and not professional, business or commercial. Any profits, gains or financial surpluses must accrue to the organisation and not for the specific benefit of individuals.
2. The organisation must be based and operate substantially in the Cwmbran Community area. A majority of the members or persons for whom the organisation caters should reside in the Community Council area.

In addition, specific services offered in the Cwmbran Community area by an organisation not specifically based in the town, should also be eligible for consideration.

3. The organisation should have a substantial community benefit and should not cater for a restricted or limited membership or confine its activities to an unduly small circle, although this should not be read to exclude minority interests and causes.
4. The organisation should not operate any bar or restriction of race, colour, creed or religion.
5. The organisation should be controlled and organised in a recognised democratic manner.
6. All organisations should, in normal circumstances, show by means of properly drawn up accounts and balance sheet that it is in genuine need of assistance. Where grants or loans of £500 or more are under consideration, the accounts of the organisation should be properly audited by a qualified accountant or auditor. However, in exceptional circumstances, the committee may, on the basis of individual merit, make a grant for 'one off' projects or purchase at the committee's discretion.
7. All organisations should, in the event of any balances earmarked for special items i.e., building works, show these in the accounts.
8. The organisation should show that it has made serious attempts to raise money by other means and from other sources.
9. The organisation should show, where appropriate, proper subscriptions and charges made.
10. The organisation should specify the purpose for which any assistance would be used.
11. That any assistance the Community Council might give to an organisation be on a yearly basis. All requests for grants from an organisation and other forms of assistance would be considered not more frequently than yearly intervals.

12. That, when substantial loans are offered to organisations, the Council will require some form of security that could be realised in the event of the repayment of the loan not being made.
13. All grants made by Cwmbran Community Council shall comply in all respects with any provisions or limitations by the Local Government Act 1972 or any other statutory requirement.