



For Office Use Only	
Agenda Item:	
GVO Committee	
Council	
Decision	
Grant Paid	

Grants to Voluntary Organisations

Application Form 2025/26

Thank you for your enquiry about applying for a grant.

Please complete & return this application form with all supporting documentation to:

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

Alternatively, you can submit the form via e-mail to cwmbrancc@cwmbrian.gov.uk

If you would like assistance in completing this form or have any questions about it, please contact the Council on 01633 849070.

1. Application Ref:	For office purposes only. <i>(please leave blank)</i>
2. What is the name of your organisation?	
3. Meeting Place or Venue.	
4. (i) Please state the aims & objectives of your organisation. (ii) Please confirm that your organisation has been in existence for at least one year. (iii) Please provide specific details of the activities your organisation undertakes within the Cwmbran Community Council area. <i>(Note: the communities of Blaenavon, Pontypool, Ponthir, Henllys and Croesyceiliog & Llanyrafon are outside the Cwmbran Community Council area.)</i>	
5. Number of Members i.e. Users: (a) residing in the Cwmbran Community Council area. (b) residing outside the Cwmbran Community Council area.	(a) (b)

6. Have you enclosed your financial information?	
7. Have you enclosed your organisation's Constitution or Terms of Reference?	
8. Have you received a grant from Cwmbran Community Council in the past; if so, when was this?	
<p>9. Please list any fund-raising activities undertaken over the last two years, including successful and unsuccessful grants applied for. Please include dates and any applications for funds which are pending.</p> <p>Please include request details of amounts received as a result of applications to other bodies.</p>	
<p>10. Please state the specific purpose for which you are applying for the grant, together with an itemised list of requirements.</p> <p>(It will help to identify specific items of expenditure including costs, rather than submit a general application for nonspecific funding.)</p>	
<p>11. Please state the amount of grant requested. (N.B. The total amount allocated for this type of grant is set at £10,000 p.a., therefore any large amount requested should be discussed with the Clerk to the Council in advance of any application)</p>	
<p>12. Please provide bank details (Bank name, account name, account number and sort-code). If a grant is awarded it will be transferred into this account.</p>	
<p>13. Please include any additional information you wish to include about your organisation or the application.</p> <p>(Continue on separate sheet if necessary)</p>	

Declaration

I certify that the information provided in this application is, to the best of my knowledge, correct:

Signed	
Please print your name	
Your Position in the Organisation	
Date	
Contact details (inc. any e-mail address)	

Note: It would be helpful to know where you learned of the availability of Grants from Cwmbran Community Council. Please tell us where you found out about this Grant process.

This information will not form part of the consideration of your application but will help us target our resources more effectively.

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Finally, please describe how you will refer to any grant awarded by Cwmbran Community Council in any literature or other material (including any information published on-line). This will help raise awareness of the work of the Council and any financial support it has provided to you.

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General Data Protection Regulation (GDPR)

Your data will be collected by the Council and processed to perform a task in the public interest or in exercise of its official authority. Information will not be shared with third parties.

The data will be retained in accordance with the Council's Retention & Disposal Policy which can be viewed at <http://www.cwmbran.gov.uk/wp-content/uploads/2018/05/Retention-and-Disposal-Policy-2018.pdf>

Hard copies of the policy are available from Gareth Davies, Clerk to the Council, Cwmbran Community Council, Ventnor Road, Cwmbran NP44 3JY Tel 01633 849070 Gareth.Davies@cwmbran.gov.uk

Criteria

The following criteria have been adopted by Cwmbran Community Council to assist with the decision-making process concerning a request from a voluntary organisation seeking financial help.

Before applying for a Cwmbran Community Council grant, the organisation should show that it has made serious attempts over the previous two years to raise money by other means and sources. Grant application requests from an organisation will not be considered more than once every two years.

The applying organisation should

- i. be a non-trading, not for profit voluntary organisation
- ii. ensure that they apply for financial assistance as a whole body and not a section within that organisation
- iii. be based and operate in the area of Cwmbran Community Council; however, should a specific service be offered by an organisation not based in the area of Cwmbran Community Council, then they should also be eligible for consideration
- iv. **supply a copy of the organisation's constitution or terms of reference and most recent accounts.**
- v. specify the purpose for which any awarded grant would be utilised
- vi. show that the service being given has a community benefit
- vii. be managed and organised in a recognised democratic manner
- viii. operate on an equal opportunity basis
- ix. have benefit to the area of Cwmbran Community Council and not cater for a restricted or limited membership, although this should not be read to exclude minority interests and causes.
- x. show where appropriate, member subscriptions and charges made
- xi. in normal circumstances, show by means of properly drawn up accounts, statement of accounts and balance sheet or bank statement that it is in genuine need of assistance.
- xii. the applying organisation should demonstrate that it has been in existence for one year or more.

All grants awarded by Cwmbran Community Council shall comply in all respects with any provisions or limitations by the Local Government Act 1972 or other statutory requirement.

Any grant assistance given to an organisation by Cwmbran Community Council should not exceed once every two years.

The Council reserves the right to relax any of the above criteria at its discretion.