This application is for energy efficiency or health and safety improvements for community facilities, which are based in, or benefit people from eligible coalfield areas. For a list of eligible coalfield wards please visit our website <https://www.coalfields-regen.org.uk/wales_support/funding-wales/>

The minimum award, which can be applied for is £500, the maximum is £2,000.

For any other projects, please complete our Coalfields Community Grant Enquiry Form <https://www.coalfields-regen.org.uk/wales_support/funding-wales/>

Please answer the questions as completely and accurately as you can. Should you have any queries please contact us on 01495 367680 or email wales@coalfields-regen.org.uk

1. **ORGANISATION DETAILS**
2. Organisation name:
3. Organisation address:

1. What is the structure of your organisation? (tick all that apply)

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| --- |
| * + Unincorporated Group/Charity
 |[ ]
| * + Company Limited by Guarantee
 |[ ]
| * + Charitable Incorporated Organisation
 |[ ]
| * + Community Benefit Society
 |[ ]
| * + Co-operative Society
 |[ ]
| * + Other (please state)
 |    |

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| --- | --- |
| If applicable what is the registration number(s)? |  |

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1. When did your organisation start?

1. Tell us about your organisation:

 *This should be an overview of your work, not what you would like us to fund this time.*

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**Please tick to confirm:**

* You have included a copy of your organisation’s signed governing document. [ ]
* You have included your organisation’s Equality, Diversity & Inclusion Policy. [ ]

*If you do not have a policy please contact us to discuss.*

1. **HOW IS YOUR ORGANISATION MANAGED?**

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| 1. How often does your Board/Management Committee meet?
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1. Provide the names and roles of your Board/Committee members and a brief description of the skills, which they bring to your organisation e.g. project management, grant management, property management, finance or other professional skills relevant to the delivery of this project.

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1. How are your finances managed? (e.g. accounting software, financial procedures/policy in place, how often they are reported to the Board/Committee)

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1. Bank account details

**Tick to confirm:**

* The bank account is in credit and is the organisation’s main bank account. [ ]
* There are a minimum of two unrelated cheque signatories. [ ]
* You have included an original bank statement, or online statement, [ ]

***Please note that the bank account name must be the same name as the applicant organisation and the statement must be less than three months old.***

* You have included a copy of your latest set of signed accounts, which are less than 22 months old or financial forecasts for the first 24 months (new groups only). [ ]
1. **STAFF AND VOLUNTEERS**

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1. How many volunteers does your organisation currently have?
2. How many paid members of staff do you have?

|  |  |
| --- | --- |
| * Full Time:
 |   |
| * Part Time:
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1. **PROJECT**
2. Describe the project you would like us to fund?

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1. How have you identified the project is needed and what impact will the project achieve?

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***Please note if you have any additional information to support the need for your project e.g. photos (without people), consultations, external advice/reports please include this with your application.***

1. Which [coalfield ward(s)](https://www.coalfields-regen.org.uk/wales_support/funding-wales/) will your project benefit?

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1. When will your project take place?

***Please note that retrospective costs are ineligible. Please allow up to 4 weeks for notification of our decision.***

**Tick to confirm:**

* You have included with your application proof of tenure, or your lease agreements with at least 5 years remaining and where applicable a letter of consent from your landlord. [ ]
* You have included a copy of appropriate planning or building regulations permission or a letter from the local planning authority confirming that none is required. [ ]
1. **BUDGET**

|  |  |
| --- | --- |
| 1. Total project cost:
 | **£0.00** |
| 1. CRT grant requested (£500-£2,000):
 | £0.00 |
| 1. Amount of match funding required (A-B=C):
 | £0.00 |

1. If you are not applying for the full cost of the project, how will you fund the shortfall (match funding)? Please provide a breakdown showing how figure C will be funded, include whether this: has been applied for; is already secured; or has yet to be applied for.

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**If you are providing match funding from an external source please provide evidence of match or when a decision will be made. All projects must start within 3 months of any grant awarded.**

1. Please tick to confirm you have included a copy of a quotation for any item over £500. [ ]

*If our fund will be used to match fund a larger project, then we will require three quotes for any item over £5,000 and a formal tender process for items over £25,000. We are unable to match fund into any larger projects over £150,000.*

1. Are you able to reclaim VAT on any of the project costs included in this application form?

YES [ ]  NO [ ]

1. **MONITORING**

Any capital funding awarded must be for health and safety or energy efficiency measures, which will improve your community owned/managed facility.

1. Tick to confirm that you will provide the following evidence on completion of your project – ***please note all projects must be completed within 12 months of an award:***
	* Receipt(s) [ ]
	* Bank statement confirming the payment has been made [ ]
	* Photographs of work completed [ ]
2. Occasionally a capital project may involve additional outputs, for example a new kitchen may result in new volunteers, and increased skills. If you feel this is relevant to your project, please outline any additional outputs, which are directly linked to the Trust fund being applied for.

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1. **AUTHORISATION**
* **I understand** that any award made must be spent as itemised within this application. Any changes must be approved by the Coalfields Regeneration Trust (the Trust), prior to making any commitments.
* **I understand** that my organisation must supply any monitoring information required by the Trust.
* **I understand** that any underspend of a grant by my organisation must be identified and returned to the Trust.
* **I confirm** all information provided in this application is true and correct. I understand and accept that my organisation may be required to provide additional information about the application before a decision is reached.
* **I accept that your decision is final.**
* **I confirm** if all, or part, of this application is successful we will keep to the terms set out above and contained within the offer letter.
* **I confirm** that my organisation understands that the Trust reserves the right to reclaim all or part of the grant award, should we fail to honour any part of the contract.
* **I agree** that you may use the information we have provided.
* **I confirm** that we are aware of the duty of care to Children, Young People and Adults at Risk and have taken necessary steps to comply with the legal requirements (where applicable).
1. **CONTACT DETAILS**
2. **Primary Contact**

Your details will be shared internally and if required, with our authorised third party assessors, to process your application, contact you about the Coalfields Community Grants programme and obtain feedback on the programme. Further information can be found in our Privacy Policy on our website [www.coalfields-regen.org.uk](http://www.coalfields-regen.org.uk)

* Primary contact name
* Position in organisation
* Telephone number
* Email
* Signature (wet or electronic)
* Date

Tick this box to confirm you have authority to represent your organisation and can submit an application on their behalf. [ ]

1. **Secondary Contact**

This section **must** be completed by the Chair, Secretary or Treasurer (who is not the main contact above) who agrees to act as a second contact for the project. The person needs to be familiar with this project.

### If you supply your contact details we may use them to contact you on rare occasions, about your application/project and to obtain feedback on the programme, e.g. if we are unable to reach the primary contact. Your details will be safe with us. They will only be shared internally and if required, with our authorised third party assessors. Please see our Privacy Policy on our website for further information on how we use your personal details and your rights [www.coalfields-regen.org.uk](http://www.coalfields-regen.org.uk).

### If you are happy for us to use your details in this way, please provide them below. *You can remove your consent at any time by emailing:* *wales@coalfields-regen.org.uk*

* Secondary contact name
* Position in organisation
* Telephone number
* Email
* Signature (wet or electronic)
* Date

**Please ensure you have ticked all the relevant boxes and included all the relevant documents requested prior to submitting your application to avoid any unnecessary delays.**

For further information or advice, please visit our website

<https://www.coalfields-regen.org.uk/funding-and-programmes/walessupport/>

or contact us on: 01495 367 680

Please return your completed form along with all relevant documents to wales@coalfields-regen.org.uk