



MEMBERS COMMUNITY FUND ROUND II Appendix D

APPLICATION FORM

(To be read in conjunction with the accompanying Guidance Notes)

Deadline for Applications – 31st October 2021

Applications involving Traffic Regulation Orders or Highways Infrastructure must be submitted by 31.03.21

1.1

Name of Councillor(s) submitting the proposal for funding

1.2 Is the proposal intended to (choose one option only):-

1. Enhance Existing Council Services?
2. Assist Voluntary Sector providers?

If your proposal is to assist the voluntary sector, please tell us about the organisation you wish to support:-

Name of organisation	
Contact person	
Contact email/ phone number	

3. Form part of a more complex project which would require input from the Project Development and Funding Unit (PDFU) to facilitate its delivery?

2.1 Please describe the project you wish the Members Community Fund to support.

(This may be revenue or capital investment)

2.2 How have you identified the need for the project?

(How do you know the project is really needed?)

2.3 What genuine long term community benefits do you anticipate as a result of the investment?

(What outcomes do you hope to see?)

2.4 How will the project be sustained after the Members Fund investment has ended?

(Please tell us how the project will be looked after and maintained)

Project Costs

3.1 Please provide a breakdown of the total cost of this project excluding VAT (this cost can exceed the £10,000 allotted per member if match funding has been identified as part of the funding package).

Item	£ Amount	Tick if you are applying for this item from the Members Community Fund
Total amount required for the whole project (exclusive of VAT) (A)		
Total VAT for this project (B)		
Total Project Cost (A)+(B)		

3.2

How much money are you asking the Members Community Fund for?	£
How much have you raised elsewhere for the project? Please list funders and amounts below.	
<u>Please be aware that Members Community Fund proposals cannot be reported to Cabinet for approval unless all other facets of the funding package have been secured.</u>	
	£
	£
	£

3.3 Other Information – Please outline any other information which you think would help strengthen your bid to the Fund.

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Conflict of Interest – to be completed by the Ward Member(s)

In the making of this Application you must declare any conflict of interest which could arise from financial, personal or family involvement within the Organisation which hopes to be a recipient of a grant from the Fund.

Please declare as appropriate (leave blank if there is no perceived Conflict of interest which might otherwise create a danger of bias).

Please state nature of Interest(s) – i.e. as a Trustee, Committee Member, family member, employee, etc.	Signed

Declaration – to be completed by the Ward Member(s)

- I am authorised to make the Application.
- I certify that to the best of my knowledge the information contained in this Application is correct.
- If the information changes in any way I will inform the PDFU immediately.
- I further confirm that if successful, I agree the following conditions:
 - ✓ Use the grant only for the purpose in the offer letter
 - ✓ The invoices submitted under this Scheme not being used to claim grant aid from other sources for the same expenditure
 - ✓ Agree to monitoring visits, post Award
 - ✓ Not to use the funding for any projects that conflict or adversely affect the aim or policies of the Council.

Name (Block Capitals)		Electoral Ward (Block Capitals)	
Signed		Date	

Checklist

In its appraisal of the proposed project the PDFU must be convinced of the project's worth and its suitability to go forward to Cabinet for assessment. If the project is to 'Enhance Existing Council Services' the PDFU will work with other Council Departments to check that the project is workable in terms of affordability and deliverability. If the benefit of investment is to 'Assist a Voluntary Sector provider' it is important that the Council has confidence in that organisation.

If your application is being made on behalf of a Voluntary Sector, we will need to be in receipt of:-

(Tick box to indicate enclosed)

- A signed and dated constitution**
- Audited Accounts** If a new organisation, please provide a copy of current bank statement (showing the account name and details)
- Bank Account details in the name of the Organisation** – Name & address of Bank, Bank Account Number and Sort Code
- Two named Bank signatories and their position in the Organisation**
- A competitive, valid Quote for the services to be provided and/or a competitive, valid quote for the essential items of capital equipment that are to be procured from an Award**
- A current Insurance Policy** (Appropriate to the project, facility or activity to be developed)
- Freehold tenure or Lease Agreement** (if the project involves improvements to land or buildings)

IMPORTANT

Please ensure you have answered every question as incomplete Application Forms will take longer to process.

Please return your application marked 'Members Community Fund' to:

The Project Development & Funding Unit (Room 307B)
Education, Leisure & Lifelong Learning
2nd Floor
Civic Centre
Port Talbot
SA13 1PJ