



CAERPHILLY COUNTY BOROUGH COUNCIL  
Policy & Partnerships Team, Penallta House, Tredomen Park, Ystrad Mynach,  
Hengoed, CF82 7PG Tel: 01443 866391 E-mail: [communitygrants@caerphilly.gov.uk](mailto:communitygrants@caerphilly.gov.uk)

### GRANTS TO THE VOLUNTARY SECTOR FUND - ORGANISATIONS

The completed application should be returned via e-mail to [communitygrants@caerphilly.gov.uk](mailto:communitygrants@caerphilly.gov.uk), or to the Policy and Partnerships Team at the above address.

Any additional information which cannot be supplied in the space provided, may be given on a separate sheet, which should be signed and dated by the applicant.

**Name of organisation (as detailed on the bank account):**

**Does the organisation have an adopted constitution?**

- Yes (please provide a copy)  No

**What year was the organisation formed?**

**What is the organisation type?**

- Charity (state registration number)  Voluntary/community organisation

- Other type of organisation (please state)

**Name and address of main contact for application:**

**E-mail address:**

**Contact telephone number:**

**Main objectives of the organisation:**

**How often does the organisation meet and where?**

**Is membership of the organisation open to all sections of the community?**

Yes       No

**Is the organisation affiliated to a regional or national organisation?**

Yes (please state organisation)       No

**Is the membership of the organisation drawn mainly from residents of the Council's area?**

Yes       No

**Composition of the membership of the organisation:**

Number of adults?

Number of juniors (under 16 years)?

**Amount of membership fees or subscriptions?**

**Does the organisation own its own premises?**

Yes       No

**Amount of grant sought? (please refer to Appendix 1 for General Criteria amounts)**

**Has the organisation made an application to the Grants to the Voluntary Sector Fund in the last five years?**

Yes (please give result)       No

**Bank Account details - these must be supplied and must be in the name of the organisation. Grants to successful projects will be made via bank transfer direct to this bank account.**

**Name and address of bank:**

**Sort code:**

**Account number:**

## **DECLARATION**

I/we consent to the information provided on this form, and any information subsequently provided by me/us either verbally or in writing, to be processed for the purposes of the assessment of my/our request for assistance by Caerphilly County Borough Council. I/we understand that the information may be disclosed to other related organisations, and to the Council's external auditors.

I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate. I also confirm that I am authorised to sign this agreement and to act on behalf of the organisation making this application.

**Print name:**

**Signature:**

**Capacity in which signed:**

**Date:**

We are collecting your personal data (name, address, telephone number, e-mail address and bank account details) in order to process your application for grant funding. Should your application be successful, this information will also be used for the purposes of making payments in relation to your grant award.

If your grant application is successful, your information will be retained for a period of 6 years plus the current year and will also be accessed by the Authority's Corporate Finance and Audit Teams for the purposes of the administration of the financial affairs of the Authority and Audit purposes. If your grant application is unsuccessful, your information will be retained for a period of 2 years.

You have a number of rights in relation to your information, including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information. If you wish to make a request to see your data, or to

object to the manner in which it is processed, please contact the Data Protection Officer at the Information Unit on 01443 864322.

**Please note:**

All organisations receiving financial assistance must:

- Have principles of operation which accord with legislation on employment, health and safety, racial and sexual discrimination, disability discrimination and language for employees and volunteers.
- Demonstrate an understanding of and commitment to equal opportunities concerning access, language, culture, gender and ethnic issues.

Under the Head of Corporate Finance's role as Section 151 Officer, with responsibility for the administration of the financial affairs of the Authority, all applications may be subject to review. As the authorised representative of the Section 151 Officer, the Council's Internal Audit Services must be granted access to all financial documents or records held by the applicant in relation to the approved grant funding. Any review may, if considered appropriate, include site visits to premises.

If it is found that the grant has been used for purposes other than those as stated within the application, or that any of the terms and condition of the grant have not been complied with, the Authority, at its discretion may withhold or recover part, or all of the funding.

## General Criteria for Financial Assistance

Category	Criteria	Amount (£)
A	Organisation or Association owning a building	360
B	Organisation or Association not owning a building	200
C	Sports Club (up to 50 members)	200
D	Sports Club (over 50 members)	300
E	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (up to 50 members)	200
F	Other membership group e.g. Boys & Girls Club, YMCA, Scouts, Cubs, Brownies, Rainbows, St John Ambulance etc. (over 50 members)	300
G	Brass and Silver Bands	480
H	Arts Groups e.g. Jazz Bands, Choirs, Arts Societies, Writers Clubs, Theatre Groups etc.	200
I	Environment Groups e.g. Allotments, Beekeepers Groups, Gardening Clubs, Tenants & Residents Associations, Pigeon Clubs etc.	200
J	Other Community Groups	200
K	Individuals (amateur) representing Wales within the UK	200
L	Individuals (amateur) representing Wales outside the UK	300
M	Individuals (amateur) representing Wales Top-up Grant	100