

# ***Raglan Community Council***

## ***Grant Application Form***

***Local Groups and Organisations  
in the  
Community of Raglan in the County of  
Monmouthshire***

**Application to be returned to the Clerk to the Council.**

**About your group**

Organisation's Name: \_\_\_\_\_

Contact Details

Name of contact: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Tel No Day Time: \_\_\_\_\_ Evening: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Below please give brief description of the project which you are applying for

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give a brief aim of your group

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you give the date your group was set up: \_\_\_\_\_

What type of community group are you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What benefits will this project bring to the community and the residents?

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Will the project need planning permission, listed building consent or Building control approval  
**Yes / No.**

If yes have you made the appropriate Application? **Yes / No.**

If yes have you received approval **Yes / No**

Application number: \_\_\_\_\_ Approval date: \_\_\_\_\_

Do you need written permission from a third party to carry out works on this project? **Yes / No.**

Do you have other partners in this project? If so what roles will they play in the project.

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Has your Organisation applied for financial help or funding from a different organisation?  
**Yes / No**

Name \_\_\_\_\_ Amount applied for £ \_\_\_\_\_

Name \_\_\_\_\_ Amount applied for £ \_\_\_\_\_

Name \_\_\_\_\_ Amount applied for £ \_\_\_\_\_

**What is the grant amount you applying for £ \_\_\_\_\_**

The applicant will need to provide three detailed estimates or tenders (or explain why this is not possible), relating to the work which you are applying for financial help. General terms are insufficient as a full breakdown will be required.

Can you indicate the percentage you will receive from additional funding: \_\_\_\_\_ %?

Please provide copies of the estimates or tenders with this application

## Finance.

All payments will be paid into a bank or building society account, in the name of the organisation which has made the application, Payment **will not** be made to an individual **i.e.** club or society secretary or treasurer.

Bank / Building Society Name and

Address \_\_\_\_\_  
\_\_\_\_\_

Account No: \_\_\_\_\_ Sort Code: \_\_\_\_\_

Account name: \_\_\_\_\_

Signatories on the Account **M** \_\_\_\_\_

**M** \_\_\_\_\_

**M** \_\_\_\_\_

**M** \_\_\_\_\_

Do you have the relevant insurances i.e. public liability insurance, insurance to cover volunteers?  
Or building insurance? **Yes / No**

Do you have a health and safety policy? **Yes / No**

Have you a volunteer's policy? **Yes / No**

Do you have other policies? **Yes / No** If yes please state: \_\_\_\_\_

Signature: \_\_\_\_\_ Block Capitals: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:  
Clerk to the Community Council,  
Ty-Nant,  
Old Trap Road,  
Gilwern,  
Nr Abergavenny,  
Monmouthshire.  
NP7 0HW**

## **Guidance Notes:**

If an applicant has been awarded funding from local section 106 funding, no Grant funding will be awarded to that organisation from Raglan Community Council to cover or contribute to any shortfall or match funding to the matter of that S106 project.

Raglan Community Council has a scheme to provide small grant funding for local groups within the Community of Raglan, in the County of Monmouthshire

Examples of projects which may be considered for funding are: Small construction projects, Community gardens, Community Improvements, Sporting projects, External works, as well as internal works on a small scale.

All the above are examples to give some guidance to aid the applicants.

The Council may request that the applicants make a presentation to the Council or a subcommittee of the Council

Procurement of works - if Raglan Community Council needs to procure any material for the project, the applicant will need to supervise the project and the applicant would need to provide a certificate of completion with the application for final payment.

If Raglan Community Council carries out the procurement all invoices relating to the work of the grant / project must be in the name of Raglan Community Council with the applicants name and order number shown on the invoice.

Only project work / materials applied for will be paid by Raglan Community Council.

## **Eligibility.**

Applications will be considered from non profit making community groups within the Community of Raglan.

Unsolicited applications will not be considered. Dialogue with the Council's clerk is essential before the application is submitted.

Applications will not be considered if this application form is not presented with the relevant paper work.

Groups will need to have a Constitution, and provide a signed copy with this application. The organisation must appoint a Chair person, Secretary and Treasurer, together with a list of

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Trustees if the group is a stand alone organisation. The group will need to have a bank or building society account.

Individuals and private businesses or statutory bodies, or groups which are not open to residents in the community will not be considered for this scheme.

Written consent must be received before the work commences.

Other statutory permissions must be sought and approved before the work commences. [Copies of the permissions must be submitted with the application]

All public liability insurance must be in place and a copy submitted to the clerk to the Council before approval is given.

The Council reserves the right not to consider any application, or withdraw from any application or approval if the council or its agents feel the project is not being managed professionally. If the Community council withdraws its funding the applicant will be notified in writing explaining the reason. If the applicant does not use the full allocation of the grant on the project applied for that remaining funding will be withdrawn.

### Application considerations

Is the group eligible to apply?

Will the group have the ability to undertake the works which is planned?

Will the group have the funding in place to complete the project?

Will the project have an impact on the community?

Will the project have an impact on residents in the community?

Will the group be able to maintain the project after it is completed?

Will the project be open to all eligible residents in the community?

Will the project be value for money?

## **Funding**

1. The funding a group or origination can apply for is from £501.00 to £3,500.00 in any one financial year, no exceptional circumstances will be considered for extra funding without good reason. The applicant will need to submit a full and detailed report why the community council should award a further grant
2. The Council is not committing itself to support any application which is submitted nor guarantee payment to the maximum payment as stated above, as the funding is limited each financial year.
3. Organisations will only be eligible for one successful application in any given financial year.
4. In the case of a successful bid, the Council reserves the right to withdraw funding if the identified terms and conditions are not met, or if the work is different from the application submitted to the Council.
5. The Funding will not cover Items of work which have been granted funding from a third party. If the Council finds that the project has been wholly funded from a third party the Council will withdraw the funding from the project and may contact the third party in this case.
6. Payment will only be released on receipt of invoices, on submission of the claim and approved inspection of the works by the clerk of the Council, a nominated person or agent of the Council.
7. The Council can request that the clerk or a nominated person inspect the ongoing works on the project, and ask or be informed if the project is on time and on budget.
8. The Council may withdraw funding if the work starts before funding has been considered or the funding as been approved.
9. This funding will not be given for providing tools and small items of plant or equipment.
10. This fund will not consider professional fees or planning application fees or building control fees. This fund is solely for projects in the community and the applicants will need to fund or make arrangements for the professional fees to be sourced from elsewhere.

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11. Raglan Community Council reserves the right not to consider any application, for funding or withdraw from any application or approval if the council or its agents feel the project is not being managed professionally. The council will inform the applicant/s of this decision in writing and any funding given will be requested to be repaid in full.
  
12. The project must be completed with in the financial year the funding was granted, unless permission is sought and obtained in writing.

**[The financial year is 1<sup>st</sup> April to the 31<sup>st</sup> March]**

***We the undersigned have read and agree to all the conditions above. We have discussed this application and conditions at our Organisation's meetings and the committee understands the conditions and gives approval for us to make this application on behalf of the Organisation.***

Chair Person \_\_\_\_\_

Signature \_\_\_\_\_

Block Capitals \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_

Signature \_\_\_\_\_

Block Capitals \_\_\_\_\_ Date \_\_\_\_\_



## Certificate of completion / Application for Payment

Organisation's Name \_\_\_\_\_

### Contact Details

Name of Contact \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Email: \_\_\_\_\_

Tel No Day Time \_\_\_\_\_ Evening \_\_\_\_\_

Mobile Tel No \_\_\_\_\_

We wish to notify you that the project element you are funding and we applying for a payment towards the project.

Please indicate **Interim payment or Full Payment. Valuation amount** £ \_\_\_\_\_  
Please attach documents as in paragraph six of the funding section.

We confirm that all the works are completed and all the work conforms to the application submitted and comply with all the permissions granted and the plans or drawings.

Signed by:

Chair Person \_\_\_\_\_

Treasurer \_\_\_\_\_

***Please return to the  
Clerk to Community Council,  
Ty-Nant,  
Old Trap Road,  
Gilwern,  
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Monmouthshire  
NP7 0HW.***