**Application form for the Community Grant Fund for Community Groups**

After thinking through your idea, fill in the form as best as you can. If you need a little help, please contact us.

1. Do you have a constitution (set of rules) and a bank account?
2. [ ]  Yes, both (go to 2)
3. [ ]  Yes, a constitution/set of rules (go to 2)
4. [ ]  No, neither (go to 3)
5. Details about your group or project:

|  |  |
| --- | --- |
| Your group or project name |  |
| Name of group main contact  |  |
| Position in group |  |
| Address of main contact(please include postcode) |  |
| Telephone number |  |
| E-mail |  |

Financial details about your group.

*If you don’t have a bank account, skip this section and go to question 4.*

|  |  |
| --- | --- |
| Group Name on account |  |
| Bank / building society name |  |
| Bank / building society address |  |
| Sort code |  |
| Account number |  |
| Building society roll number *(if applicable)* |  |

Please give the name of two bank signatories and their position in your group

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |

Go to question 4

1. Details about your group:

|  |  |
| --- | --- |
| Name of the main contact of the group |  |
| Address of main contact(please include postcode) |  |
| Phone Number |  |
| Email Address  |  |

1. Please tell us about your group (for example, where is it? What type: knitters, community group, tenants group, informal group? etc.)

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|  |

1. What are you planning to do?

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1. Does your group receive funds from other sources? (e.g. fundraising or grants) If so, please tell us:
2. How will you let people know about what you want to do
3. What are you hoping to achieve?

 [ ]  Improved Health and Wellbeing

 [ ]  Improved Skills and Knowledge

 [ ]  Reduced Loneliness and Isolation

 [ ]  Improved Childhood Experiences

 [ ]  Better Relationships in the Community

 [ ]  Improved Community Safety

 [ ]  Improved Area or Estate

 [ ]  Improved Relationship with Linc

Other (please describe)

1. Project Costs

How much money do you want? Please provide evidence to support these costs for example quotes/estimates or catalogue pages

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total amount requested from Linc-Cymru** |  |
| **Total project cost** |  |

1. How many people will benefit from the project?

|  |
| --- |
|  |

1. Who will benefit? Example, families, young people, older people, black/minority ethnic groups etc (please list all that apply)

|  |
| --- |
|  |

**Declaration**

I confirm that all the details are correct and the group has approved the project. We agree to:

* Use the grant only for the purpose as outlined in the offer letter
* Complete and return the evaluation form at the end of the project as requested
* In the event that your group dissolve, return any unspent money to Linc-Cymru and transfer any assets purchased through the grant to another community group.

**Signed (by main contact)** …………………………………………….

**Print name**………………………………………………………………………..

**Return of this form**

Please return this form to the Community Engagement Team at Linc Cymru, 387 Newport Road, Cardiff, CF24 1GG. Or by email to community@linc-cymru.co.uk.

We meet to make decisions about the applications twice per year, once in the Spring and once in the Autumn. If the application is rejected, you will be told why. If it is approved, arrangements will be made for a monitoring form to be sent.

We will judge applications on the following criteria:

* Reaching other tenants
* Meeting a community need or aspiration
* Benefit of the project to the community
* Value for money
* Along with any exceptional circumstances

**Report back after the event/project**

You will be required to complete an evaluation form after the event. This should detail:

* Approx. number of people who attended the event/will benefit from the project
* Dominant profile of those who benefited e.g. young people, older people, families
* Main achievements of the project
* Main challenges of the project
* General observations, including whether you would run this type of event again