

Date as Postmark

Dear Colleague

RE: GAVO CFAP SMALL GRANT SCHEME – GRANT APPLICATION PACK

Please find attached the Grant Application Pack for the GAVO CFAP Small Grant Scheme.

This grant scheme is for Capital **ONLY** and the maximum grant your organisation can apply for is £5,000.

Please complete the attached Application Form, and return to:

Sandra Davies
Grants Co-ordinator
Gwent Association of Voluntary Organisations
Unit 1A
First Floor
Withey Dyffryn Court
Dyffryn Business Park
Ystrad Mynach
Hengoed
CF82 7RJ

Do Not send your application to your local GAVO Office.

Closing date is Wednesday 7th July 2010 before 5pm applications received after this date or delivered to another GAVO office will not be considered by the Panel.

If you require any further assistance please do not hesitate to contact your local GAVO Office or myself. I look forward to receiving your Grant Application.

Yours sincerely

Sandra

Sandra Davies
Grants Co-ordinator



GWENT ASSOCIATION OF VOLUNTARY ORGANISATIONS CFAP SMALL GRANT SCHEME 2010-2011 GRANT GUIDELINES

Introduction to Grant Scheme:

In April 2010, GAVO were successful in obtaining funding from the Welsh Assembly Governments Communities Facilities and Activities Programme. This scheme will run for 3 years, and is open to Community/Voluntary groups in the Blaenau Gwent, Caerphilly and Newport areas.

Please note: If the project you are looking to fund under the Grant scheme is already receiving funding from the Welsh Assembly through the Communities Facilities and Activities Programme you are unable to apply into this grant scheme. If you are unsure please contact Grants Co-ordinator on 01443 863540 for clarification.

The CFAP Small Grant scheme is a Capital Grant scheme and organisations will be able to apply for up to the maximum of £5,000. It is intended to organise 2 rounds of applications each financial year.

Applicants must be voluntary and/or community organisations based or working in one of the local authority areas that funding is available for. Please indicate clearly which area your organisation is based/working in.

All applications must be submitted on our official application form, which can be downloaded from the GAVO Website www.gavowales.org.uk. Alternatively call GAVO local Office or GAVO Grants Co-ordinator 01443 863540, or email: Sandra.davies@gavowales.org.uk. Applicants should answer all questions on the application form. Additional information will be requested if the panel who will be assessing your application wishes to fund your project. Successful applicants will have to wait 12 months after receipt of the 2010/2011 grant before being able to apply again for CFAP Small Grant Scheme, and this is subject to satisfactory monitoring being received in respect of the original grant. Unsuccessful applicants will be eligible to re-apply to future panels and will be asked if they wish to do so.

What CFAP Small Grant Scheme **Cannot** fund:

CFAP Small Grant scheme cannot fund revenue costs of any kind. This includes:

- Core costs
- Running costs (eg gas, electricity, transport, expenses)
- Training costs
- Insurance
- Salaries
- Events (eg publicity, catering)
- Venue Hire
- Feasibility Studies

For further information please contact:

Sandra Davies, Grants Co-ordinator

Gwent Association of Voluntary Organisations (GAVO)

Unit 1A, First Floor, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach, Hengoed, CF82 7RJ

Tel: 01443 863540

Email: Sandra.davies@gavowales.org.uk



This list is not an exhaustive list, if you have any queries please do not hesitate to contact the GAVO Development Team in your area or GAVO Grants Co-ordinator.

All applications must show a clear link to a specific target group:-

- Children and Young People
- Older People
- People with Disabilities
- Community Led and meet local needs
- Black Minority Ethnic

Applicants should note that this list is not exhaustive, and that applicants with project beneficiaries that are not listed will still be considered. In this instance, we ask that you tell us about who your project beneficiaries are.

The CFAP Small Grant Scheme is open to community, voluntary and not for profit organisations operating in the following Local Authority areas – Blaenau Gwent, Caerphilly and Newport.

Applicants will need to demonstrate that their project will be community led and meet local need.

Your application will need to provide evidence of need and support, show how value for money will be achieved and above all, show how your project will have tangible and lasting benefits to your area or community.

All projects assisted must comply with the appropriate state aid requirements.

All changes in relation to a project must be notified immediately in writing to Grants Co-ordinator GAVO based at Ystrad Mynach Office (address is shown below).

Any increase in the total costs of an individual project which may result in failure to complete it successfully, may result in the grant being withdrawn or reclaimed in full.

Financial Information:

Does your bank or building society account meet our requirements?

To apply into this Grant scheme the following requirements need to be in place before your organisation is able to accept an offer of a grant. Further information will be provided, if the panel wish to fund your project.

You must have a UK based bank or building society account in the name of the organisation that appears on your Constitution.

If your organisations have been running for less than 15 months, you will need to give us a 12 month

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financial projection for the year when you will spend the grant.

Your bank account must have at least **two** people to sign each cheque or make a withdrawal.

If any signatories are related or live at the same address we need written confirmation from your bank or building society that these people cannot authorise payments together.

Your accounts (if successful) must clearly identify the CFAP Small Grant Scheme. This grant must be identified as restricted funds. If the accounts do not identify separately the Grant funding, the Group must provide an income and expenditure account certified by the finance officer confirming the level of Grant funding and its expenditure.

Please Note: if we offer you a grant we need you to confirm what you told us in your application before we will pay the grant to you. This means that our grant offer is conditional on you and a senior contact from your organisation signing and returning our offer letter and accepting our terms and conditions of grant. Both signatories must be over eighteen years old and the senior contact must be your Chair, Secretary, and Treasurer.

At this point you will also need to send us some documents that allow us to check how your organisation is run. This will be confirmed in your offer letter, but you will be asked to provide copies of:

- Signed and dated **Constitution**
- Organisations latest approved annual **accounts** (signed and dated)
- **Quotations** obtained to show the cost of items being requested only 1 quotation is required if the total cost of the item is **less** than £4,000, for items between £4,000 - £5,000 please provide 3 quotations.
- **Support letters** from the Community evidencing the need for the project
- **Planning Permission**

Planning Permission:

If you need planning permission, you must have it before you apply.

We will need you to send confirmation that planning permission is not required, or that it is required and has been granted.

Listed Buildings or Conservation Area approval:

If you need Listed Building approval, you must have it before you apply.

We will need you to send confirmation that this approval is in place,

If you require any further assistance please do not hesitate to contact your local GAVO Office (contact telephone numbers are listed below) **or** the Grants Co-ordinator Sandra Davies based at GAVO Caerphilly office.

For further information please contact:

Sandra Davies, Grants Co-ordinator

Gwent Association of Voluntary Organisations (GAVO)

Unit 1A, First Floor, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach, Hengoed, CF82 7RJ

Tel: 01443 863540

Email: Sandra.davies@gavowales.org.uk



Monitoring & Evaluation:

Successful applicants will be expected to complete a monitoring form 4 months after funding has been awarded. For this purpose, a record and receipts of all expenditure made using this grant should be kept. As part of the monitoring process successful applicants will also be expected to complete a short report on the impact the purchase has made on their community.

GAVO Offices:

If you have any queries please do not hesitate to contact GAVO

Local Authority Area	Address	Telephone
Blaenau Gwent	16A Market Square, Brynmawr, Blaenau Gwent NP23 4AJ	01495 315626
Caerphilly	Unit 1A, First Floor, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach, Hengoed CF82 7RJ	01443 863540
Newport	Ty Derwen, Church Road, Newport NP19 7EJ	01633 241550

Closing date:

Round 1	Wednesday 7 th July 2010
Round 2 (if budgets allow)	Wednesday 22 nd September 2010

Please Note: All Completed Applications must be received at the GAVO Ystrad Mynach Office by 5pm on the relevant closing date.

You must ensure that your application is received by GAVO Ystrad Mynach Office on the closing date, as any application received after this date will not be considered by the panel.

Therefore Do not deliver your application to your local GAVO Office.

For further information please contact:
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**GWENT ASSOCIATION OF VOLUNTARY ORGANISATIONS
CFAP SMALL GRANT SCHEME 2010-2011
CAPITAL ONLY MAXIMUM GRANT £5,000**

Local Authority Area: <i>(Please circle)</i>	Blaenau Gwent	Caerphilly	Newport
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Voluntary Organisation:	
Name of Main Contact:	
Address for Correspondence:	
Post Code:	

Telephone Number (Daytime):	
Other Mobile or Evening Telephone Number:	

Email address:

Name and Address of where the Project takes place if different from above:

Post code:

Independent Referee.

Please supply us with contact information for an Independent Referee. This person will be contacted if your application is successful. The named person needs to know about your organisation for a number of years, and will not benefit from this grant themselves. It could be a Local Councillor, Development Officer or other suitable person within your community.

Name of Referee:	
Address:	
Post Code:	
Telephone Number (Daytime):	
Other Mobile or Evening Telephone Number:	

Email address:

About your Project (what the Grant will be spent on):
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Title of Project for which you are applying:

<p>Tell us about your Project (what do you want to spend the grant on). (No more than 200 words) Please be specific, telling us how you know the Community want this project. Please bear in mind that the grant must be fully spent by 31st March 2011.</p>

Beneficiaries:

Please show below how this project is targeting one or more of the following groups. Please tick relevant		
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Children & Young People	Community	Older People
People with disabilities	Projects that meet local needs and are community led	Black & Minority Ethnic Groups

How many people will this project benefit		

0-10	11-25	26-50
50+		

Does your project involve building or landscaping work? Yes/No

If yes , you must answer both a) and b) below:

a) Does your organisation:

Own the freehold of the land or building	Yes
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Or	
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Hold a lease of at least five years that cannot be ended by the landlord?	Yes
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<i>Please circle</i>

b) Is planning permission needed for the project?	Yes/No
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If yes please state When planning permission was applied for	Date:
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If Planning permission has been granted please provide date of approval	Date:
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About Your Organisation:

Briefly Insert the aims and objectives as described in your governing document e.g. your constitution.

When did your organisation start? **Month:** **Year:**

Before you apply, make sure you can provide the following information, if we make a conditional grant offer. Please do not send any of the information below in with your application. We will confirm what we need from you in our offer letter and will include a checklist. You cannot start your project until we have received, checked and approved everything we ask for.

Are you a fully Constituted body	Yes/No	Date your constitution was signed & adopted:
Are you a Registered Charity?	Yes/No	If yes please state your Charity Registration Number:
Are you a Company Limited by Guarantee?	Yes/No	If Yes what is your Company number?
Do you have a set of Inspected/Audited Accounts or Independently Audited Accounts?	Yes/No	If No please give reasons?
Please confirm that you have the relevant policies in place eg equal opportunities, child protection, vulnerable adults policy, CRB checks etc.	Yes/No	If No please give reasons?

How many people are on your organisation's governing body or management committee?

Are you a branch of a larger organisation? Yes/No

If yes what is the name of the larger organisations?

Membership of your Organisation:		
Are there any restrictions on who can join your organisation?	Yes/No	
If yes, what are they and why do you have them (maximum 50 words)		
Does your bank or building society account meet our requirements? <i>Our requirements are explained in our Application Criteria.</i>		Yes/No
When will your project take Place?	Start date (Month and year) End date (Month and year)	
Is your start date <i>(please circle)</i> :	Fixed	Flexible

Funding		
Total Cost of Project? If the total cost of this project is more than £5,000 please indicate below the following:-	£	
Is your organisation in receipt of funding for this project from any other source? If Yes , please give details of funding body, amount and date received		
Yes/No		
Funding Body	Amount Received	Date
Is your organisation in the process of applying for funding for this project from any other source? If Yes , please give details of funding body, amount and date of award		Yes/No
Funding Body	Amount Received	Date
Has your organisation applied to any other funding sources for this project and been unsuccessful? If Yes , please give details of funding body, amount and date of rejection		Yes/No
Funding Body	Amount Received	Date Informed



How much will your project cost?

How much will each item or activity cost and how much do you want from CFAP Small Grant Scheme

Please Note: CFAP Small Grant Scheme will only pay for Capital items.

Item or Activity	Total Cost	Amount Requested from CFAP Small Grant Scheme
Totals	£	£

Authorisation:

- I am authorized to make this Declaration on behalf of the organisation
- I declare that the information given in this application is correct.
- I understand that verification may be sought for all statements in this application
- If successful, I agree to monitoring of this project after the award of grant and agree to provide such information as specified in any offer of grant.
- I understand and agree that any grant awarded may be withdrawn or reclaimed in whole or part should any of the information or claims made in the application or monitoring process prove to be false or incorrect.
- I understand that additional conditions may be imposed should an offer of grant be made
- I understand that details of this application may be released to a third party under the Freedom of Information Act, unless it can be covered by an appropriate exemption.

Name:	Signed:
Position within Organisation:	Date: