

**Comic Relief Community Fund in Wales**

**Small Grants Application Form - £1,000 - £10,000**

**April 2022**

**INTRODUCTION**

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| **Please note that this application form is for small grants (£1,000 - £10,000) If you wish to apply for an Organisational Growth grant (£30,000 - £50,000) please register with WCVA’s Multipurpose Application Portal (MAP).** |

Comic Relief recognises that there are different challenges facing the very different communities of Wales. The Comic Relief Community Fund in Wales is aimed at groups carrying out community led action to address the challenges faced by the people in their community.

Third Sector Support Wales (TSSW) is a Wales wide network of support for the charitable and third sector in Wales. Our shared goal is to enable the third sector and volunteers across Wales to contribute fully to individual and community well-being, now and for the future. TSSW will deliver this funding scheme in a way that is accessible to community groups all over Wales, ensuring it reaches those taking action to make social changes happen in their locality.

You can find out more about [TSSW](https://thirdsectorsupport.wales/) and the support it provides to groups in relation to this funding, other funding and support with good governance.

Applicants should ensure that they have read the Comic Relief Community Fund [Scheme Guidance](http://www.thirdsectorsupport.wales/comicreliefcommunityfund) to ensure that they are eligible to apply to the fund and that they understand how the fund operates.

Applications will need to demonstrate involvement of their community in the design, development and delivery of their project – ensuring that community-led development is at the forefront of the project’s delivery.

We cannot accept applications after the closing date. **The closing date is 27 June 2022 at 11:59pm.**

**CONTACT DETAILS FOR QUERIES AND COMPLETED APPLICATION FORMS**

After completing your application form, please submit all documentation to your Regional Lead.

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| **Regional Lead** | **Contact** |
| North Wales (Conwy, Denbighshire, Flintshire, Wrexham, Anglesey, Gwynedd) | Email [grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)  Website [CVSC](http://cvsc.org.uk/en/) |
| West Wales (Ceredigion, Pembrokeshire, Carmarthenshire) | Email [admin@cavs.org.uk](mailto:admin@cavs.org.uk)  Website [CAVS](https://cavs.org.uk/) |
| Swansea & Neath Port Talbot | Email [grants@nptcvs.org.uk](mailto:grants@nptcvs.org.uk)  Website [NPTCVS](http://www.nptcvs.wales/) |
| Rhondda Cynon Taf, Merthyr Tydfil & Bridgend | Email [grants@vamt.net](mailto:grants@vamt.net)  Website [VAMT](http://www.vamt.net/) |
| Powys | Email grants@pavo.org.uk  Website [PAVO](http://www.pavo.org.uk/home.html) |
| Gwent (Blaenau Gwent, Caerphilly, Monmouthshire, Newport & Torfaen) | Email Comicrelief22@gavo.org.uk  Website [GAVO](https://www.gavo.org.uk/)  For Torfaen based applications -  Email [funding@tvawales.org.uk](mailto:funding@tvawales.org.uk)  Website [TVA](http://tvawales.org.uk/) |
| Cardiff and Vale of Glamorgan | Email [admin@c3sc.org.uk](mailto:admin@c3sc.org.uk)  Website [CS3C](https://www.c3sc.org.uk/) |

**APPLICATION QUESTIONS**

**Section 1: Organisational information**

You **must** answer all questions, but they are not scored. If you do not answer, or the answer contradicts another answer in the application, your application will not be considered.

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| **Question** | **Your answer** | **Guidance** |
| 1.1 Organisation name | Click or tap here to enter text. | This must be the Wales based lead organisation, responsible for the grant. |
| 1.2 Region applying to | North Wales (Conwy, Denbighshire, Flintshire, Wrexham, Anglesey, Gwynedd)  West Wales (Ceredigion, Pembrokeshire, Carmarthenshire)  Swansea & Neath Port Talbot  Rhondda Cynon Taf, Merthyr Tydfil & Bridgend  Powys  Gwent (Blaenau Gwent, Caerphilly, Monmouthshire, Newport & Torfaen)  Cardiff and Vale of Glamorgan | Please check **one** box which corresponds to the region you are applying to.  **You can apply to a maximum of 1 region.** |
| 1.3 Address, including post code | Click or tap here to enter text. | This must be the official address of your organisation or group |
| 1.4 Organisation contact details | Telephone: Click or tap here to enter text.  Email: Click or tap here to enter text.  Website: Click or tap here to enter text. | Please give your organisation’s main telephone number, email address, and website. If you don’t have any of these, such as a website, please put N/A. |
| 1.5 Contact details of signatory | Name: Click or tap here to enter text.  Role in organisation: Click or tap here to enter text.  Telephone: Click or tap here to enter text.  Email: Click or tap here to enter text. | Please tell us about the person who has signed this application on behalf of your organisation. They should be authorised by your board / management committee to do so. This is the contact we will use to let you know the outcome of your application |
| 1.6 Main contact details | Name: Click or tap here to enter text.  Role in organisation: Click or tap here to enter text.  Telephone: Click or tap here to enter text.  Email: Click or tap here to enter text. | Please tell us about the person who will be responsible for ‘day to day’ contact about the project. |
| 1.7 Bank Details: | Organisation listed on account: Click or tap here to enter text.  Account Number: Click or tap here to enter text.  Sort Code: Click or tap here to enter text. | Providing bank details does not guarantee a grant but will help negate any delays with payment should panel approve your application. |
| 1.8 Legal structure | Constituted group  Registered charity - Number: Click or tap here to enter text.  Community Interest Company - Number: Click or tap here to enter text.  Other (please state): Click or tap here to enter text. | Please select the legal structure of your organisation and provide registration numbers where applicable. |
| 1.9 Do any of the statements apply to your organisation, or to (any of) the director(s) / partner(s) / proprietor(s)? | * Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings * Has been convicted of a criminal offence related to business or professional conduct * Has committed an act of grave misconduct in the course of business * Has not fulfilled obligations related to payment of social security contributions * Has not fulfilled obligations related to payments of taxes * Is guilty of serious misrepresentation in supplying information * Is not in possession of relevant licenses or membership of an appropriate organisation where required by law   Yes  No  Additional information:Click or tap here to enter text. | **If you can answer YES to any of the statements, then please provide as much detail as possible, giving brief details including any remedial action taken.** |
| TSSW Partners will use your personal information in order to process your funding application and will be entered on a database utilised by the partners (further information and our privacy notice are available at [**https://thirdsectorsupport.wales/privacy**/](https://thirdsectorsupport.wales/privacy/)).  **Submission of this completed application form indicates that you are happy for your information to be stored as per the above.** | | |

**Section 2: Project Details**

You **must** answer all questions, but they are not scored.

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| 2.1 Project title | Click or tap here to enter text. | This should be a short title to identify your project. |
| 2.2 Short description of what the funding will be used for (not scored) | Click or tap here to enter text. | This description should be no more than 50 words and will succinctly say what the funding will be used for. |
| 2.3 Theme | Children Survive and Thrive  Mental Health  Gender Equality  A Safe Place to be | Please select the theme which is most befitting to your request. |
| 2.4 Start and end date | Start Date: Click or tap here to enter text.  End Date: Click or tap here to enter text. | Please enter the expected start and end dates for your project.  The earliest activity can begin is the 22 August 2022 ending no later than 30 August 2023. |
| 2.5 Total amount requested | Click or tap here to enter text. | This number should match the total amount requested on your budget spreadsheet. |

**Section 3: Scored questions**

Each question will be scored – weak, average or strong, please ensure you provide information that clearly tells us how the money will be used.

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| **Question** | **Your answer** | **Guidance** |
| 3.1 Project description | Click or tap here to enter text. | Please describe your project and how you intend to spend the grant.  For example:   * Where will it take place? * Who will be involved and how? * What will it achieve? * What problem are you addressing?   In this question we are looking for a good overall description of your project that will help us to understand what you need the grant for and what it will be spent on. |
| 3.2 Experience and demonstration of need | Click or tap here to enter text. | Please address the following:   * Please describe the need your project will be addressing. * How has the need for this activity been identified? * Have you carried out any form of needs assessment or can you evidence support for the project?   Letters of support/evidence of need may be attached to your application. |
| 3.3 Impact - Please tell us about the difference the funding will make | Click or tap here to enter text. | In previous questions we have asked about what your project aims to achieve and how you know there is a need for the project.  In this question please tell us about what difference your project will make to the local community.  Please address:   * What difference will be made to the community you are working with as a result of the funding? * How does this fit with your chosen priority theme? * How will the project’s activities and/or benefits be continued after the funding has ended? * How will you be able to measure this impact? |

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| **Application Checklist** |  |
| Please ensure the following documents have been included as part of your application: | |
| * Completed budget spreadsheet |  |
| * Copy of organisation constitution & Equal Opportunities, Environmental, Safeguarding, and Welsh Language Policies |  |
| * Written quotes or estimates |  |
| * Copy of latest available accounts/draft |  |
| * Bank Statement |  |
| * Evidence/letters of community support for project (5 max) |  |
| * Any copies of licences, permissions or lease agreements required |  |
| * Proof of match funding (if being used) |  |

**By signing this application form you are confirming that you have the authority to apply for a grant in the name of the group and that all information provided is true and correct.**

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| **Applicant signature** | | | |
| Print Name: | Click or tap here to enter text. | Position: | Click or tap here to enter text. |
| Signature: |  | Date: | Click or tap here to enter text. |