|  |  |  |
| --- | --- | --- |
|  |  |  |

Outcome of application:

(C3SC/GVS use only)

Reference number:

(C3SC/GVS use only)

**‘Move more, eat well,’ small grants, 2019-20**

**Application for revenue and capital funding**

**Please refer to the Guidance Notes and complete this form in black ink**

**A - The Organisation:**

A1. Name of Organisation

Address

Postcode: Telephone:

Email address:

Please enter your Charity Number if applicable

**A2. Eligibility criteria: constitution and policies**

**Please confirm you are able meet our eligibility criteria by providing**

(*answer yes or no*)**:**

|  |  |
| --- | --- |
| a constitution/set of rules/Memorandum & Articles of Association |  |
| an equality and diversity policy |  |
| relevant safeguarding policies  *(if the project involves working with vulnerable adults)* |  |
|  |
| a volunteering policy |  |

**Please confirm your organisation is:**

|  |  |
| --- | --- |
| Based in or serving Cardiff and/or the Vale of Glamorgan |  |
| Independent or properly constituted |  |
| Self governing |  |
| Non-profit distributing |  |
| Non-party political |  |
| Run by an unpaid committee |  |

**B - Organisation’s Bank Details:**

Account name:

Bank/Building Society name and address:

Post code: Telephone:

Sort code:

Account Number:

How many people have to sign cheques or withdrawals from the account?

**C - Main contact for the purpose of this application** (if different from that of the organisation)**:**

Name:

Postal & Email Address:

Position in organisation:

Signed: Date:

**D - Endorsements:**

**D - INDEPENDENT REFEREE**

Please ensure that the referee supports your request for funding and would be willing to be contacted to discuss the application further.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

**E: Your organisation and proposal**

**This section is your opportunity to describe your organisation and the activities/service you propose. Note that, as described in questions text, your answers should reflect the specifications set out in the Guidance Notes.**

**E1**. What are the main aims of your organisation and what services and activities do you provide?

|  |
| --- |
| *(Max 200 words)* |

**E2.** Please describe how you propose to use this money, with particular reference to how you will meet the following specifications described in the Guidance Notes.

|  |
| --- |
| 1. be for **NEW** services and/or activities in response to an identified need, either in a specific Cardiff or Vale community or Cardiff and/or Vale wide 2. demonstrate they can use **revenue funding or capital** to deliver innovative services or activities which will improve health in Cardiff and/or the Vale of Glamorgan through increasing healthy eating or physical activity 3. demonstrate how they will address the needs of /barriers faced by a specific group or groups in relation to physical activity and healthy eating which the proposal will 4. demonstrate they can begin the process of delivering activities from 31 March 2020 5. propose activity/ies that last no longer than three months, with grant money spent within this time 6. describe how they will measure success and commit to reporting on the service/activities for which the money was used by 31 July 2020 |
| *(Please continue on another sheet if required)*  *(Max* 500 words) |

**E3.** What difference would this funding bring to your organisation, your members and your beneficiaries?

|  |
| --- |
| 1. demonstrate clearly what benefits the funding will bring to their organisation/members/beneficiaries |
| *(Max 500 words)* |

Please estimate the **total number** of people who would benefit if

this funding is approved.

**E4.** Tell us how much is needed and give a breakdown of costs (include VAT where applicable)

**Quotations that have been used to calculate the costs MUST be enclosed.**

*Quotes for capital item expenditure must be included with your application.  Remember to include VAT where applicable.*

|  |  |
| --- | --- |
| 1. provide fully itemised revenue costs where these are included in the proposal, including any staff costs, hourly rate, day to day running costs, rent, utilities, venue hire etc. 2. provide quotes, including VAT where applicable, where any capital costs are included in the proposal | |
| **Item** | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| Total amount applied for: | **£** |

**Checklist**

**Please note:** it is important that you read the guidance notes before you complete the application form. **Applications will not be considered for assessment unless all relevant documents are included** and all instructions below have been completed.

**Please ensure that you have enclosed the following items with your application:**

|  |  |
| --- | --- |
| An acceptable governing document, eg constitution, Memorandum and Articles of Association, which is signed |  |
|  |
| A copy of the most recent bank statement in the name of the organisation applying for the grant |  |
|  |
| Your Equality & Diversity Policy |  |
|  |
| Relevant safeguarding policies if the project involves working with vulnerable adults. |  |
| A set of your most recent financial accounts on request, signed as being audited, or independently inspected (according to the level of income and expenditure), or |  |
|  |
|  |
| In the case of recently formed organisations, they should be able to provide a forecast of income and expenditure for the next year |  |
|  |
| Copies of all estimates/quotations used to work out the costs |  |
|  |  |
| Please also confirm you have made a copy of this application form for your records |  |
|  |

Please send your completed application form, supporting material and checklist to: [admin@c3sc.org.uk](mailto:admin@c3sc.org.uk) (subject ‘Move more, eat well’ small grants, 2020-21)

or by post to:

Anna Ros-Woudstra

‘Move more, eat well,’ small grants, 2020-21’

Cardiff Third Sector Council

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Mount Stuart Square

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