

COALFIELDS COMMUNITY GRANTS PROGRAMME (WALES)



the coalfields
regeneration trust
ymddiriedolaeth
adfwio'r
meysydd glo

GRANT ENQUIRY FORM

This form does not represent a full application this is available later in the process. Before you start completing this form please save a copy onto your computer and open the form in Adobe Reader. This is free software which can be downloaded from the official Adobe website. <http://get.adobe.com/uk/reader/>

By filling in this form, we will use your details to contact you about the Coalfields Community Grants Programme in Wales.

Your details will be safe with us. They will only be shared internally to process your enquiry and contact you about the Coalfields Community Grants Programme. Further information can be found in our Privacy Policy on our website (www.coalfields-regen.org.uk).

Primary Contact Name:

Position in Organisation:

Organisation Name:

Full Organisation Address (inc. Postcode):

Full Contact Address (inc. Postcode) If different from above:

Telephone Number:

Email:

Before completing this form please contact a member of CRT staff to discuss the project. Please provide the name of the member of CRT staff you have discussed your project with:

How did you hear about CRT?

Tick this box to confirm you meet the eligibility criteria, have authority to represent the group and can submit an application on their behalf

Tick this box to confirm you have a bank account in the name of the group, with at least two unrelated cheque signatories:

Tick the boxes below to confirm the documents are included with this form:

Constitution/Governing Document showing the project meets your organisational objectives and containing an appropriate dissolution clause:

Either Annual Accounts less than 18 months old or financial forecasts for the first 24 months (new groups only):

Funding we award must show clear targeting and benefits for an eligible Coalfield community. Information on eligible wards can be found on our [website](#). If required, contact us for further information and guidance on eligible areas.

Coalfields wards benefitting from the project:

(A) Total Project Cost:

(B) CRT Grant Requested (£500 - £7,000):

(C) Amount of Match-Funding Required: (A-B=C)

Please provide a breakdown showing how figure (C) will be funded, include whether this has been applied for, is already secured or has yet to be applied for:

What does your organisation do and who are the beneficiaries?

Considering the priorities for the fund, briefly outline the project you want to deliver with our funding (if you have a Business Plan or Project Plan please include a copy):

What do you need us to fund to make the project happen?

Indicate when you expect the project to begin and end (project must be completed within 12 months). This must take into account the time it takes to process your application. Please discuss this with a member of our staff if you are unsure.

Outputs

Indicate which of the following outputs you plan to achieve, if your project is funded. Outputs must be directly linked to the CRT grant funded items and be attributable to the project. Evidence supplied must be obtained and shared in accordance with data protection.

Your planned outputs	Planned Total	Definitions	Evidence
Number of community facilities created / improved.		This is facilities delivering services to the local community. The improvements will increase the potential or actual market value.	Receipt / bank statement showing the payment of work. Photographs of work completed.
Number of services created / improved.		This could include health programmes, training programmes, employment and back-into-work initiatives, transport services childcare services etc. (if unsure contact us).	Copies of promotional material, timetable of service(s)
Number of jobs safeguarded.		Must be paid work for at least 6 months. Part time jobs can be calculated on a pro-rata basis (Full Time Equivalent (FTE) = 30 hours a week) i.e. a 15 hour a week job counts as 0.5 FTE.	Recruitment details (advert) for new posts. Payslips and National Insurance number.
Number of jobs created.		Must be paid work for at least 6 months. Part time jobs can be calculated on a pro-rata basis (Full Time Equivalent (FTE) = 30 hours a week) i.e. a 15 hour a week job counts as 0.5 FTE.	Recruitment details (advert) for new posts. Payslips and National Insurance number.
Number of people assisted into work.	No. of Full Time	People moving from unemployment to full time employment / part time employment / self employment as a result of participating in this project (please indicate which type alongside figures). Where the contract is expected to last for a minimum of 13 weeks and weekly hours are 16+ and is a consequence of training, advice or other targeted assistance delivered as a result of Trust funding.	Employee name and National Insurance number. Letter of appointment. Contract details confirming employment. Details from the individual of the self employment opportunity: type / level of support or signed declaration form from them recording the nature of the business / sector when they register as a sole trader.
	No. of Part Time		
	No. of Self Employed		
Number of people assisted in skills development.		Minimum of 6 hours of training. Activities include: vocational / job specific training or volunteer training.	Copy of attendance registers. Records showing times and periods. Copies of certificates.
Number of people gaining Level 1 or above qualifications.		Level 1 or above qualifications (included in the OfQual register).	Name of the person and the qualification they have gained from the provider. Copy of the qualification awarded.
Number of new volunteers.		To be a new volunteer they must give up time at least once a month for 2 months.	Volunteers' names, date recruited, type of volunteering role, attendance records.
Number of people participating in healthy lifestyle activities.		Regular participation in sport or exercise that raises the heart rate at least once a week for at least two months as part of this project or 8 sessions within a 3 month period.	Attendance register, publicity, dates and times sessions are held, timetable or activities list.

How do you plan to capture and evidence the outputs you plan to achieve (based on the definitions provided in the above question)?

For further information or advice please visit our website

<https://www.coalfields-regen.org.uk/funding-and-programmes/wales-support/>

or contact us on: 01495 367 680

Please return completed forms along with your constitution/governing document and annual accounts or financial forecast to: **The Coalfields Regeneration Trust, Aneurin Bevan House, 40 Castle Street, Tredegar, NP22 3DQ.**

Following receipt of this form you will normally hear from us within ten working days.



Llywodraeth Cymru
Welsh Government

