

**COALFIELDS COMMUNITY
GRANTS PROGRAMME
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:

It is recommended that you contact a member of CRT staff to discuss your project before completing this form. Please provide the name of the CRT staff member you 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. Please note these documents must match those on file with the relevant registrar where applicable e.g. Companies House, Charity Commission, FCA:

Annual Accounts less than 18 months old or, if a new group, financial forecasts for the first 24 months:

Project Title:

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?

Please provide a breakdown of what you would like us to fund and 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. E.g. We do not require photos with people, personal data can be redacted from bank statements etc. and although participants should be informed their details may be shared with us, ID numbers can be used on registers instead of names.

Your planned outputs	Planned Total	Definitions	Evidence
Social enterprises created/supported		A social enterprise is an organisation that sells goods and/or services on the open market and reinvests profits back into the organisation.	A copy of annual accounts.
Number of community facilities created / improved.		These are 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. Staff recruited should be made aware we require certain details as evidence. Names can be redacted.
	Created:		
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 6 months and is a consequence of training, advice or other targeted assistance delivered as a result of Trust funding.	Copy of the appointment letter from the employer (house number and postcode for the individual to be visible – the remaining personal details can be redacted) or a letter from the employer confirming appointment. Individuals should be made aware this information is required by us as evidence.
	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. For further information and advice please visit: Credit and Qualifications Framework for Wales .	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 <u>new</u> volunteer they will need to have registered with your organisation after the project has started and must volunteer 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.	Existing:	People participating in activities to improve their health and/or wellbeing.	Numbers of participants signed up and participation rates of new starters e.g. attendance register.
	New:		

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:

wales@coalfields-regen.org.uk

or

**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



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