



Dŵr Anafon Charitable Incorporated Organisation Applicant Guidelines

These notes should be read before applications are submitted to the Dŵr Anafon Charitable Incorporated Organisation (CIO). It is also advisable to refer to these notes during the application process.

What is the Dŵr Anafon CIO?

Dŵr Anafon CIO is a charity that has been set up to distribute profits from the Ynni Anafon Energy Hydro scheme for community benefit.

The charity will offer grants of the following types:

- Emergency grants of up to £500 to provide relief to individuals and families during crisis situations.
- 'One off' grants for small community based projects.
- Long term funding for larger community based projects.

Types of Projects

In order to be successful your grant application must fulfil at least one of the charity's objectives and benefit the community.

- The prevention or relief of poverty
- The advancement of education
- The advancement of health
- The advancement of citizenship or community development
- The advancement of the arts, culture, heritage or science
- The advancement of public participation in sport
- The advancement of environmental protection or improvement
- The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- The provision of facilities or the organisation of activities with the object of improving the quality of life of the community

Eligible Organisations

Eligible Organisations, who can apply for funding include:

- Individuals
- Voluntary, community groups
- Parish / Community Councils / Town Councils
- Social enterprises (including credit unions, co-operatives, social firms, community owned enterprises, community interest companies and development trusts) provided they operate on a not-for-profit basis

Grants will not be available for:

- Commercial organisations
- Groups affiliated to any National Governing Body or charity
- Any works considered a statutory responsibility, such as scheduled transport services, works to public highways and public car parks
- Projects that support a party political campaign or cause or may bring the fund or the funder into disrepute
- Retrospective funding, i.e. projects that have already been completed, whether or not already paid for
- Building up a reserve or surplus, whether distributable or not

The Application Process

a) **Emergency Funds less than £500**

- For those seeking assistance of less than £500 for emergency crisis relief there is no requirement to complete an application form
- Contact a trustee of the charity and provide them with details of the situation and any available evidence of the need
- A minimum of 3 trustees will be required to decide if funding is appropriate
- Money will be paid by any appropriate means to a nominated person

b) **'One Off' Grants for individuals**

- Please fill in the 'Application Form For Individuals'
- These grants are expected to be for individuals who have small scale projects that do not require formation of a group in order to be completed
- Applicants will not need to have a constitution, or be required to open a bank account in order for the application to be successful
- An example of this type of project is a request for funding to complete educational trips

c) 'One Off' Grants for small community based projects

- Please fill in the 'Small Grant Application Form'
- For these projects it is expected that the requesting group will pass over governance of the project to a group such as the Community Council, Town Council or ARC once all work has been completed
- These projects must be discussed with the proposed governing body before applying for a grant, to ensure that the body is willing to take on responsibility
- Applicant groups must be able to provide evidence that the proposed governing body is willing to take on ownership of the asset after the completion of the project
- Applicant groups will not need to have a constitution, or be required to open a bank account in order for the application to be successful
- An example of this type of project is the purchase of park benches for community use

d) Long term / ongoing projects

- Please fill in the 'Small Grant Application Form'
- For these projects it is expected that the requesting group will continue to manage the asset once the initial set up of the project is complete
- Applicant groups will be required to have a constitution and a bank account before the project can be approved
- A business plan may also be required, depending on the type of project under consideration
- For these types of projects a two-stage application process may be applicable, the first stage to discuss whether the project is suitable for progression, and the second stage to confirm the project plan
- Funds for any planning / building control may be applied for during the initial application, with further funds released as required for project completion

Completing the Application Form

Section 1: About you/your organisation

- What is your name / the name of your organisation?
- Give your address / the address of the organisation or key contact responsible for the project
- Give details of the main contact person responsible for the project*
- What is your role within your group? (e.g. Secretary, Chairperson, Treasurer etc.)*
- Are you part of a wider organisation/affiliated to any national governing body or charity?*
- What is your organisation type? (e.g. Voluntary club/association, youth club/organisation, charity, town/community council, environmental

group etc.). Note that groups affiliated to National Governing Bodies and charities will not be eligible*

- Give details of the membership of your organisation / project team*

*Not required for individual applications

Section 2: About your project

- Tell us about your project. What do you want to do? (eg. 'purchase of new play equipment'; 'renovate empty building'). Only by clearly stating what you want to do, will the panel get an insight to your project
- Who is on the project team?*
- What difference will the project make? (e.g. 'enable set up of a new mother and toddler class'; 'to enable a redundant building to be reopened as a Guide and Scout hut'). You must highlight the benefits of the proposed scheme. Only then can your application be assessed in terms of value for money
- Are you sure that the project is needed and has the support of the community? Do you have any evidence to support your view? A hard copy of evidence may be required and the trustees may need to view this before approval of the project
- How would this funding help you to achieve your goal?
- Do you intend to pass governance of the project to another body (for example ARC, Community Council, Town Council) or maintain control of the project throughout its lifespan?*
- Don't forget to be realistic with your start and finish dates. Issues such as planning and structural works often take longer than expected
- You may write in paragraph form, bullet points or continue on a separate sheet of paper. Try to be concise and keep to the main points

*Not required for individual applications

Section 3: Financial Details

- This section deals with project costs
- Where possible, any item costing more than £5,000 will require 3 quotes
- You should list every item / element you are seeking funding for
- Include the net cost, the VAT element and total cost
- State clearly whether your organisation is able to reclaim VAT*
- If you propose to reclaim VAT only include the net cost of each item*
- Applicants are encouraged to find other sources of funding for their projects, however this is not mandatory
- List all other funders / potential funders, confirmed or unconfirmed and the amount you are seeking from them
- Finally, at the bottom of this section state how much grant aid you are seeking from Dŵr Anafon

*Not required for individual applications

What happens next?

Following the trustees meeting to discuss the application the contact person will receive a letter outlining the trustees' decision and reasons for that decision.

If the application is successful the contact person must agree to:

- Submit receipts for all expenditure
- Submit reports as requested (these will be commensurate with the size and complexity of your project)
- Use the monies exactly as specified in your application unless prior agreement from Dŵr Anafon is granted
- Allow Dŵr Anafon to publish the awarding of the grant including the amount (for Group Applications only)
- If appropriate, display the Dŵr Anafon logo on the completed project. This will be provided by Dŵr Anafon

Data Protection

Dŵr Anafon will use the contact information you provide for the purposes of dealing with your grant application only. Data will be securely stored for at least 6 years from the date of receiving the application or the date the project is completed, whichever is later.

Please confirm on the application form that you agree to Dŵr Anafon publishing details of your organisation, the amount awarded and a summary of what the award will be used for, on its website or in local newsletters, should your application be successful.

Contact

For further help or advice, or to return your completed Application Form and supporting documents please contact:

Dŵr Anafon, Yr Hen Felin, Abergwyngregyn, Llanfairfechan, LL33 0LP

or

info@dwranafon.co.uk

The following organisations can provide independent help and advice regarding grant application, including advice on match funding:

<http://mantellgwynedd.com>

email: ymholiadau@mantellgwynedd.com

<http://cvsc.org.uk>

email: mail@cvsc.org.uk