



# Small Grant Application Form

Make sure you have read the Guidelines for Applicants before you complete this application. Please write / type clearly in black or blue ink.

**Please answer every question.** Where the question is not appropriate to your organisation or project please write Not Applicable (N/A)

*For Office Use Only:*

Reference number.....

Date of receipt.....

Section 1: About Your Organisation	
<b>Name of organisation</b>	
<b>Contact person's name &amp; position in the organisation</b>	
<b>Address of your organisation / key contact person responsible for the project</b>	
<b>Contact details of person responsible for the project</b>	Post Code:
	Home phone:
	Mobile:
	Other:
	E-mail address:
<b>Please describe your organisation type</b>	
	Charity number (if applicable) .....
	Company number (if applicable).....

**Is membership of your organisation / project team open to anyone who wants to join?**

Yes  No

**If No please explain why?**

**How many paid staff do you employ?**  
**How many volunteers do you have?**

Full time:

Part time:

Volunteers:

## Section 2: About your project

**Please describe your proposed project – (What are you going to do?)**

**Which of the charities objectives will be fulfilled by this project – (State all that are applicable)**

**Who is on your project team?**



### Section 3: Project Financial Details

Expenditure	Cost £	VAT £	Total £
<b>Total Project Costs =</b>			
<b>Have you applied for funding from elsewhere?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If the answer is No, please provide reason.</b>			
<b>Please list any other funding bodies that have been contacted and the amount of money requested</b>		£	
		£	
		£	
		£	
<b>Grant aid sought from Dŵr Anafon</b>	£		

<b>Is your Organisation registered for V.A.T.?</b>	Yes <input type="checkbox"/> <span style="margin-left: 200px;">No <input type="checkbox"/></span> <i>If yes; you will be expected to reclaim V.A.T. on your project and any grant paid will exclude the V.A.T. element</i>
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### Section 4: Project Check List

The following documents should be included as part of your application, if applicable

- **Copy of organisation constitution**
- **Written quotes or estimates**
- **Copy of last available accounts**
- **Bank Statement**
- **Evidence/letters of community support for project**
- **Copy of planning permission or listed building consent**
- **Evidence of adoption of project by another body eg ARC**

**To be completed by a representative of the organisation/group:**

**I confirm that all the information on this form is true and correct.**

<b>Representative's name:</b>	<b>Position:</b>
<b>Phone No.:</b>	<b>E-mail:</b>
<b>Signature:</b>	<b>Date:</b>

## 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.

- We confirm that, if our application is successful, Dwr Anafon can publicise the project, including the amount awarded**

**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](mailto: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](mailto:ymholiadau@mantellgwynedd.com)

<http://cvsc.org.uk>

email: [mail@cvsc.org.uk](mailto:mail@cvsc.org.uk)