



Dŵr Anafon Charitable Incorporated Organisation Applicant Guidelines

These notes should be read before applications are submitted to Dŵr Anafon. It is also advisable to refer to these notes during the application process.

What is the Dŵr Anafon CIO?

Dŵr Anafon Charitable Incorporated Organisation (CIO) is a charity that has been set up to distribute profits from the Ynni Anafon Energy Hydro scheme for community benefit. Ynni Anafon Energy Hydro is a hydro electricity generating scheme in the Anafon Valley above Abergwyngregyn in the Carneddau. <http://www.anafonhydro.co.uk/>

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 (Abergwyngregyn only).
- Grants for individuals.
- Grants for community-based groups.

Fund Objectives

In order to be successful your grant application must fulfil at least one of the charity's objectives:

- 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

Eligibility

Those eligible to apply include:

- Individuals living within the parishes of Abergwyngregyn and Llanfairfechan – confirmation of which can be found on your council tax bill.
- Voluntary, community groups operating within the parishes of Abergwyngregyn and Llanfairfechan (see map on Page 6).
- 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.
- Local offices of national organisations, provided they have their own management committee, governing document and bank or building society account (in the name of the organisation) with a minimum of 2 signatories in place before applying for a grant.

Grants will not be available for:

- Commercial organisations.
- 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.
- Higher Education tuition, accommodation fees or student loans.

The Application Process

a) **Emergency Funds less than £500**

- For those seeking assistance of less than £500 for emergency crisis relief (Abergwyngregyn residents only) 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) **Grants for Individuals**

- Please fill in the 'Application Form for Individuals'.
- These grants are expected to be for individuals who have 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.
- Applicants may only apply once in any 12 month period.

c) Grants for Community Based Groups or Projects

- Please fill in the 'Application Form for Groups'.
- Applicant groups will be required to have a constitution (or other governing document) and a bank or building society account in the name of the group with a minimum of two signatories in place before applying for a grant.
- For large scale projects, 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.
- Funding is limited to £10000 per annum for each eligible group. The amount awarded per application is at the discretion of the trustees and is subject to availability of funds.

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.)*
- 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.
- We will require 2 separate quotes for project works.
- 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.
- 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 monthly 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 information you provide, including personal information, for the purposes of dealing with your grant application only. Data will be securely stored for 7 years from the date of receiving the application or the date the project is completed, whichever is later. It will then be destroyed securely.

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

Map of Beneficiary Area

Can be found in Ye Helin Felin, Abergwyngregyn.