

GUIDANCE NOTES

BRYN GWALIA BOWLING CLUB GRANT FUND

- **Ni fydd unrhyw gais am grant a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg**
- **Any application for a grant submitted in Welsh will not be treated less favourably than an application submitted in English**

1. WHAT IS THE BRYN GWALIA BOWLING CLUB GRANT?

The Bryn Gwalia Bowling Club Grant is a grant scheme funded from the sale of land previously owned by the club and administered by Flintshire Local Voluntary Council (FLVC) to support community activity in specified postcode area.

2. WHO CAN APPLY?

Applicants must be:

- Based in specified postcode areas – CH7 catchment (**excluding** CH7 5A*, CH7 5B*, CH7 5U*, CH7 5X*)
- Formally constituted and not for profit;
- Independent of statutory or public bodies;
- Self-governing i.e. not accountable to another body;
- Hold a bank account requiring at least two signatories, and;
- Must also operate without any restriction on membership.

We cannot provide grants to:

- Trading/profit-making organisations;
- Individuals or funds set up to benefit an individual;
- New or not established groups i.e. no constitution;

3. WHAT CAN THE GRANT BE USED FOR?

The aim of the grant is to support one off initiatives such as:

- Capital projects
- Community events
- Equipment but not consumables*
- Publicity / marketing
- Training and awareness events/courses

*Any equipment bought with the grant must remain the property of the group and must be available for more than one member to use.

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4. WHAT IS NOT COVERED BY THE GRANT?

- Existing projects that have already started;
Projects that are considered to be part of an organisations normal day to day running costs;
- Projects based outside of postcode areas.

Examples include:

- Capital improvements to places of worship or places owned by religious bodies
- Capital projects that are the responsibility of statutory or public agencies
- Consumables i.e. items with a short life span e.g. paper, printer ink, stationary etc.
- Catering and hospitality
- Fundraising and prize giving including medals, certificates or trophies
- Excursions
- Activities promoting specific religious or political beliefs
- Projects already fully funded from other sources
- Goods and services already purchased – the grant offer dates must be taken into consideration when applying
- Recurring expenses (e.g. photocopier rental, telephone rental, regular publications, loan payments)
- General running costs or premises costs this includes utilities (e.g. gas, electricity, water)
- Salaries, wages, expenses e.g. professional fees, architect, surveyor, legal, facilitator fees and feasibility studies. Purchase of personal items of equipment
- Memberships
- Financial support for individuals

5. HOW OFTEN ARE AWARDS MADE?

Applications will be considered throughout the year.

This is a finite grant fund and applicants should not assume any further funds will be available in the future.

6. WHAT DO I NEED TO APPLY?

To be eligible, an organisation will need to provide:

- A signed Constitution or set of rules adopted by your Group which you must include with your application.
- Proof of bank or building society account with at least two joint account signatures. This should be in the form of the most recent bank or building society.
- Most recent annual accounts or a statement of income and expenditure.
- Quotes for items to be purchased using this grant - We recommend where possible local suppliers are used.

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All sections of the application form **must** be completed and the above information submitted for an application to be considered.

Applications that do not include the required documentation as detailed in the Application Checklist will **NOT** be considered for a grant.

7. HOW ARE APPLICATIONS ASSESSED?

When an application is received an assessment is undertaken. Applications are then considered by a Panel made up of Bryn Gwalia Bowling Club and Flintshire Local Voluntary Council Trustees and other third sector representatives. The Panel will be facilitated by the Funding Officer at Flintshire Local Voluntary Council.

Recommendations for funding are based on a range of criteria including:

- Need for funding
- Community benefit
- Viability of project

8. HOW WILL APPLICANTS BE NOTIFIED OF THE DECISION?

All applicants will be notified by letter if your application is successful or not.

If the application is **successful**, the letter will contain;

- Any additional conditions for the grant and an acceptance form. By signing the acceptance form the applicant and their organisation are bound by the conditions of the grant.

Please note: No payment will be made until all relevant paperwork requested has been submitted.

Following payment we will request evidence of how the project is being delivered as specified in your application. This may be in the form of copies of invoices, or photographs.

All projects or expenditure must be completed within 12 months of the notification of funding being awarded.

If the application is **unsuccessful**, you will receive a letter explaining the rationale behind the Panel's decision however, this would not exclude you from applying in the future.

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9. WHERE CAN I GET AN APPLICATION FORM FROM?

If you need an application form or need any advice or help in completing the application form, please contact:

Funding Officer
Flintshire Local Voluntary Council
CORLAN
Unit 3 Mold Business Park
Wrexham Road
MOLD
Flintshire
CH7 1XP

Tel: (01352) 744004

Email: Heather.Hicks@flvc.org.uk