



# Area Committee Grant

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## 2016 Application Form

Area Committee	Closing date for Applications	Area Committee Meeting	Chair
Lower Wye	23 <sup>rd</sup> May	15 <sup>th</sup> June	Councillor Ann Webb <a href="mailto:AnnWebb@monmouthshire.gov.uk">AnnWebb@monmouthshire.gov.uk</a> 07816678948
Central Monmouthshire	31st May	22 <sup>nd</sup> June	Councillor Susan White <a href="mailto:SusanWhite@monmouthshire.gov.uk">SusanWhite@monmouthshire.gov.uk</a> 01600712611
Bryn y Cwm	20 <sup>th</sup> June	13 <sup>th</sup> July	Councillor Douglas Edwards <a href="mailto:DouglasEdwards@monmouthshire.gov.uk">DouglasEdwards@monmouthshire.gov.uk</a> 07954292398
Severnside	27 <sup>th</sup> June	20 <sup>th</sup> July	Councillor David Evans <a href="mailto:DavidEvans2@monmouthshire.gov.uk">DavidEvans2@monmouthshire.gov.uk</a> 01291420354

This application form is to be used to submit an application for the Area Committees capital grant scheme. Each Area Committee has a total of £5,000 to be awarded.

## Section 1 - Contact Information

1a	Applicants name/group name	BULWARK COMMUNITY CENTRE
1b	Contact name (if applying on behalf of a group)	Terry Wood
1c	Contact address	
1d	Contact e-mail address	
1e	Registered address if applying on behalf of a group	BULWARK COMMUNITY CENTRE
1f	Your position in the group	Trustee, Secretary, and Treasurer
1g	Daytime telephone Number	

If you are successful with your application we will pay the grant award directly into your bank account, in order to do this please provide the following details

1h	Name of Account Holder	
1i	Account Number	
1j	Sort Code	
1k	Bank Name and address	

## Section 2 - Tell us about your group

2a What category does your project fall into (please tick)

Nobody is left behind

☐

People are confident, capable and involved

☐

Our county thrives

☐

Maintaining locally accessible services

☐

2b Please provide a brief description of the activities that your group undertake.

The Centre provides a meeting resource for the use of local community groups, e.g. Bulwark Guides, Chepstow Town Band, Red Cross, CHAOS Music and Drama Group and various dance, fitness and self help groups. A Lunch Club each Tuesday provides a meal at low cost for local residents. Monthly film shows take place during winter

2c In What year was the group founded?

2d Are you a registered charity

☐

If yes, please provide registered number

2e If your application is related to sport is the team a member of / or affiliated to a registered body  
NOT APPLICABLE

☐

Yes  
No

If yes which one

### Section 3 - Tell us about the community activity that you wish to support

3a How much are you applying for?

3b Are you applying for, or receiving funding from another source?  ☐

3c Please explain what the grant will be used for

The gas boiler at the Bulwark Community Centre has been in place since the opening of the Centre in 1994. During the winter months it failed on numerous occasions, requiring expensive call outs. Parts are no longer available. The Bulwark Community Centre Management Trust is responsible for day to day maintenance of the Centre but the boiler replacement is an extraordinary expense and we seek support for at least part funding. The boiler has already been replaced at a cost of £5556.

3d How will your project benefit your local community

The provision of an efficient heating system is an essential requirement at the Centre. There is no extra charge applied to the many community groups using the Centre during the winter months.

### Section 4

Please tick here to confirm that you have read and accepted the Grant Selection Criteria

Signed on behalf of (if you applying on behalf of a group)

Signature

Date

Please return completed forms to the  
Chairperson of the area committee that  
you are making the grant application to  
either at the above e-mail or by post to:

Monmouthshire County Council, Usk County Hall, Rhadyr, Usk, Monmouthshire. NP15 1GA

## Grant Selection Criteria

Please read this section carefully before completing your application

### Eligibility Criteria:

- Be a group or individual acting for the wider benefit of the local community
- The group must operate within the geographical boundary of the Area Committee which it is applying to.

And a project must

- Support one of the 4 priorities identified in 2a.
- Must address a community issue or support a local community initiative
- Provide benefits to the local community
- Where a local Whole Place plan exists the project should support one of the locally identified priorities.

### Application Process

- Uncompleted applications will not be considered.
- Any applications that do not meet the eligibility criteria will not be considered.
- All applications will be considered by the local Area Committee and successful applicants will be notified by e-mail with any details of restrictions or conditions.
- Successful applicants will be required to evidence details of spend when requested.

### Exclusions

#### Excluded Groups

- Groups other than community, self-help and voluntary groups.
- Groups which use their surplus for the benefit of an individual or business
- Overseas charities – The grants are intended to support local communities

### Excluded Activities

- Non- community projects – A group does not have to be a charity to apply, however any project supported must benefit a local community within the geographical boundary of Monmouthshire County Council.
- Ongoing running costs – Grants will not be awarded for ongoing running costs or maintenance. Applications must be for one off investments, purchases within the categories outlined in 2a.
- Religious worship – Applications from religious bodies will only be considered if there is a wider benefit to the local community.
- Core activities of statutory services – Statutory services seeking grants for core activities such as library books or essential hospital equipment is excluded. However applications relating to special projects for the benefits of local communities will be considered.
- Political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
- Individual sponsorship – Applications to support individuals will not be accepted.
- Multiple applications – Only one application per person/organisation may be supported in a financial year.

### Grant Terms & Conditions

The terms and conditions below set out the relationship between Monmouthshire County Council (MCC) and you as an individual or group. If you have any questions or would like help please contact the Area Committee Chair, the details of which are below.

MCC can ask you for extra information to support your application.

- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- If you do not spend all the grant provided, you must return any unspent money to us within six months of receipt of the grant.
- MCC will not be responsible for any expenditure (on assets, equipment or your project) you have incurred before you receive our letter / e-mail confirming details of the grant provided.
- From time to time, MCC may use your name and address in any publicity about the grant. We may also choose to advertise the award of the grants on our website, in the press or social media, please advise if you are unwilling to agree to this.
- If requested, successful applicants must agree to provide a report on how the community grant was used and the benefits experienced by the local community as a result.
- MCC can ask you to return the grant in full if we find out that you have used it for a purpose other than set out in your application.
- The Area Committees decision on your application is final and they may choose not to answer any of your questions about the decision.
- MCC may withhold all or part of the grant, or recover all or part of any payment from you. If we discover that:
  - you have broken any part of this agreement;
  - any information in the application form or a supporting document was incorrect or misleading;

- your group or the project ends for any reason
- the grant was awarded on the basis of match funding which is withdrawn or is not achieved.

### **Guidelines for a successful application**

Please read the application form carefully and seek assistance if required before completing and submitting your application. Your application will be considered by the Area Committee in your geographical area.

1. Applications must be received by the closing date indicated on page 1 of this form.
2. If you require any guidance or assistance in completing this form, please contact the Area Committee Chair as listed on page 1. They can be contacted on the details below.
3. You must supply a copy of audited accounts alongside your application. If these are not available you must provide a copy of your most recent bank statement.
4. Please feel free to supply any additional information which you feel is relevant to and will support your application.

You can hand write your application (you can get copies at your local hub) or download a copy of the form at Monmouthshire County Councils website. Please return completed forms to the chairperson of the relevant area committee as indicated on the cover page. Alternatively send them by post to the relevant Councillor at

Monmouthshire County Council. Usk  
County Hall, Rhadyr, Usk,  
Monmouthshire. NP15 1GA

**Closing dates and contact information**

Area Committee	Closing date for Applications	Area Committee Meeting	Chair
Lower Wye	23 <sup>rd</sup> May	15 <sup>th</sup> June	Councillor Ann Webb <a href="mailto:AnnWebb@monmouthshire.gov.uk">AnnWebb@monmouthshire.gov.uk</a> 07816678948
Central Monmouthshire	31st May	22 <sup>nd</sup> June	Councillor Susan White <a href="mailto:SusanWhite@monmouthshire.gov.uk">SusanWhite@monmouthshire.gov.uk</a> 01600712611
Bryn y Cwm	20 <sup>th</sup> June	13 <sup>th</sup> July	Councillor Douglas Edwards <a href="mailto:DouglasEdwards@monmouthshire.gov.uk">DouglasEdwards@monmouthshire.gov.uk</a> 07954292398
Severnside	27 <sup>th</sup> June	20 <sup>th</sup> July	Councillor David Evans <a href="mailto:DavidEvans2@monmouthshire.gov.uk">DavidEvans2@monmouthshire.gov.uk</a> 01291420354

If you are not sure which Area Committee you should be applying to, the members of each area committee are as follows

Area Committee	County Councillors	Contact details can be found at following link
Lower Wye	David Dovey Dimitri Batrouni Graham Down Peter Farley Bob Greenland Phyl Hobson Phil Murphy Armand Watts Ann Webb (Chair)	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=150">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=150</a>
Central Monmouthshire	Peter Clarke Debby Blakebrough Geoff Burrows Ruth Edwards Liz Hackett Pain Bob Hayward Penny Jones Val Smith Brian Strong Alan Wintle Sue White (Chair)	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=152">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=152</a>
Bryn y Cwm	Ralph Chapman Douglas Edwards (Chair) James George Roger Harris Martin Hickman Giles Howard Simon Howarth Dave Jones Bryan Jones	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=151">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=151</a>

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	Sara Jones Paul Jordan Maureen Powell John Prosser Kevin Williams	
Severnside	Jessica Crook Tony Easson David Evans (Chair) Peter Fox Linda Guppy Jim Higginson John Marshall Frances Taylor Pauline Watts	<a href="http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=149">http://democracy.monmouthshire.gov.uk/mgCommitteeMailingList.aspx?ID=149</a>

Please apply to the committee that your ward member attends.

Tick list for applications;

1. Completed application form
2. Copies of certified accounts or most recent bank statement
3. Any supporting information, e.g. copies of quotes, match funding details