



Clydach Community Fund

Guidance Notes

For the purpose of this application, the term 'group' will relate to any group / club / society / company / charity or other individual.

1. Group Name

This needs to be the name of the group that is applying for funding. If the group hasn't yet started, please state this within the form under 'other information'.

2. Group Address

This needs to be the address where the group will be run. This can be a current address that the group operates from, or an intended address.

Evidence: (for existing groups) – Utility Bill dated within the last 3 months

3. Background Information

Please give us enough background information to understand what your group is about.

Please ensure that this is relevant to the application. You can give website addresses for the council to peruse, although we cannot guarantee that this will be done, so we advise you to give a detailed description.

4. Your group's legal status

If your group already exists, we will carry out some basic checks to ensure that you are who you say you are. This will include checks against the companies house database, or the charities commission. Any detrimental information that is found, may prevent the application from going any further.

5. How much are you applying for?

The amount that is available will vary from year to year depending on how much money has accumulated in the fund. This will be clearly advertised at the time of any funding rounds opening. The community council reserves the right to award all, part of, or no part of your request.

Evidence: Printed quotes online / from distributor / shop

6. Have you applied to the fund before?

Please notify us of any previous applications. We will check to ensure that you have not applied before, but this will help speed the process up.

7. Project Start / Finish Date

Please put the date that you intend to start your project. Your project may be ongoing. If this is the case, ensure that you tick the 'ongoing' box.

8. Bank Details

The account name must match the name of the group or individual applying. Payment will only be made by Bank Transfer or cheque. The community council will not give cash in any form.

Evidence: Bank Statement within the last 3 months