Application Form

1. Name of Organisation

Address for correspondence (please include postcode)

Contact name and position in Organisation

Contact telephone number(s)/fax number (please include area code)

E-mail address

How your information will be used:

In line with PAVS’ Privacy Policy (<https://www.pavs.org.uk/privacy.html>) the information collected as part of this application process will be held in a central database of voluntary organisations.  The details supplied on the application form are viewed by South Hook LNG as for the Panel assessment process and shared as part of our partnership working to deliver the South Hook LNG Community Fund.  Details of funded projects may be published by PAVS and/ or South Hook LNG.  No personal contact details will be published.

If someone else is a preferred contact please include their details on a separate sheet.

Is your organisation a member of PAVS? (please tick)

[ ]  Yes [ ]  No [ ]  Currently applying

2. Please tell us about your Organisation’s aims and the main services/activities you provide

3. How many people are involved with your Organisation?

Committee Members \_\_\_\_\_ Volunteers \_\_\_\_\_ Paid staff \_\_\_\_\_ Members \_\_\_\_\_

4. Please provide the following details about your bank account:

Bank/Building society Name

Name of account

(Please do not include your bank account number)

5. Where in Pembrokeshire will the project take place?

6. How much money are you requesting from the South Hook LNG Community Fund?

(Maximum £500)

7. Tell us the start date and end date of your project/ when you intend to spend the funding

Start date End date

Project start dates must be at least 4 weeks after published application deadline dates

8. What does your Organisation wish to spend funding from the South Hook LNG Community Fund on? What will you purchase and what project/ activities will they be used for?

9. Please provide a full breakdown of what you will do with the money. Give clear costings with exact figures. This funding cannot be used for items that have already been purchased or will be purchased prior to receiving the funds.

|  |  |  |
| --- | --- | --- |
| Item of expenditure | Cost of item(include VAT) | Amount requested from Community Fund |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL | £ | £ |

Please plan project spend at least 4 weeks after published application deadline dates

10. Give details of additional sources of funding for this project or purchase

|  |  |  |
| --- | --- | --- |
| Source of additional funding | Amount | Status (confirmed/ awaiting outcome) |
|  |  |  |
|  |  |  |
|  TOTAL | £ |

11. Give details of any funding received from South Hook LNG in the last 3 Years\*

*\*If you have received funding within the last 12 months, then this project must be completed, and monitoring forms returned before a further application will be considered.*

12. Project beneficiaries

Who will benefit? How will they benefit? How many people will benefit?

13. How does your project contribute to the following key themes of the South Hook LNG Community Fund

- Safety - Environment - Education - Wellbeing

14. DECLARATION – TO BE SIGNED BY ALL APPLICANTS

We declare that to the best of our knowledge and belief all the above information is correct, any required consents, ownership/ leasing documents are held by this group and that in the event of funding being awarded that it will be used exclusively for the purposes specified, unless changes have been negotiated with the South Hook LNG Community Fund Panel.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am an authorised representative

of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of organisation).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am an authorised representative

of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of organisation).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The funding will not be used to pay for goods that have already been purchased.

CHECKLIST - Please ensure that you:

|  |  |
| --- | --- |
| Read the Application Information |  |
| Answer all the questions and sign the declaration |  |
| Keep a copy of your completed application form |  |
| Enclose a copy of your signed and dated constitution (if you have one) |  |
| Enclose a copy of any notes to work out costings |  |
| Return your monitoring and evaluation from previously funded projects |  |
| Print off and send in a signed paper copy of your application form to PAVS |  |
| If you complete the form electronically then please also e-mail in a copy to development@pavs.org.uk, to help with the administration of the Fund  |  |
| Ask for support from a PAVS Development Officer if you have any queries |  |

Please return your completed form to:

PAVS, 36-38 High Street, Haverfordwest, Pembrokeshire SA61 2DA

Tel: (01437) 769 422 Email: development@pavs.org.uk