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?

a. Directors Volunteers \_\_\_\_\_ Paid staff \_\_\_\_\_ Members \_\_\_\_\_

b. To comply with eligibility for Tier 2, we confirm that our organisation has three or more unrelated committee members/ directors Yes [ ]  (Tick Box)

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. Name of the project if different from the Organisation:

6. Where in Pembrokeshire will the project take place?

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

(Maximum £5,000)

8. 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

9. 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?

10. Please provide a full breakdown of what you will do with the money. Give clear costings with exact figures. Please note that you must include two actual quotes for all items requested over the value of £1000. It is a requirement to include an element of match funding (see notes).

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(inclusive of VAT where VAT cannot be recovered) | Amount requested from Community Fund |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL | (A) £ | (B)£ |

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

11. Please provide a basic reconciliation of the funding for this project or purchase

|  |  |  |
| --- | --- | --- |
| Source of additional funding | Amount | Status (confirmed/ awaiting outcome) |
| Amount requested from Community Fund (from B above) | £ | This application |
| Own funds | £ | Confirmed |
|  |  |  |
| TOTAL (this total must match the amount totalled in A above) | £ |

12. Give details of the on-going fundraising efforts of your Organisation

13. 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.*

14. Can VAT be reclaimed on your project costs (please circle)? No

If yes, give your VAT registration no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and VAT will be non-claimable through this funding. If you are not VAT registered, please ensure that costs of items listed are inclusive of VAT

15. If your project involves alterations to a building or land do you own or lease the building or land?

[ ]  Own [ ]  Lease Period remaining\_\_\_\_\_\_\_\_\_

16. If you require planning permission for your project is it in place?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes (full) |  | No (applied for) |  | Ref no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Yes (outline only) |  | No (not applied for) |  | Not required |  |

17. How do you know that this project is needed and what evidence do you have to support this? Applications which are able to demonstrate a greater need may be prioritised

18. Project beneficiaries

Who will benefit? How many people will benefit? What is this number based on?

19. Please tell us about the difference this project will make to its beneficiaries

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

- Safety - Environment - Education - Wellbeing

21. Tell us how the project fits with other activities in your community or field of activity & what other local groups you have established links or working relationships with

22. Consider the following implications from the purchase of capital items and tell us how you will address each issue (if applicable)

|  |
| --- |
| Health and Safety / On-going maintenance  |
| Insurance  |
| Storage (for equipment) |
| Use by the wider community |

23. Please tell us how you will monitor and evaluate the project

24. 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide signatures from two people in your organisation willing to be responsible for the content of the Application Form.

If you provide an e-signature, please ask the second signatory to email development@pavs.org.uk in support of the Application, stating the name of the applicant group. Alternatively, you can print this page, sign it and send a photo image to PAVS along with your application.

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

**CHECKLIST - Please ensure that you:**

|  |  |
| --- | --- |
| Read the Application Information & Guidance notes |  |
| Answer all the questions and sign the declaration (if using e-signatures please include a supporting email from the 2nd signatory) |  |
| Keep a copy of your completed application form |  |
| Include an element of match funding in your finance table |  |
| Enclose a copy of your signed and dated constitution |  |
| Enclose a copy of any quotations or notes to work out costs |  |
| Return your monitoring and evaluation from previously funded projects |  |
| Ask for support from a PAVS Development Officer if you have any queries |  |

Please return your completed form to:

Email: development@pavs.org.uk