Completing the Form

Please note that, where possible, we would prefer to have forms completed electronically. This ensures that applications are clear and easy to read therefore giving your group the best possible representation in the assessment process.  If you do not have access to a computer then we will accept a hand written version of the form but please ensure that this is as clear as possible.

Question 1 - Organisation and contact details

This question allows us to identify your Organisation and get in contact with you easily. If your Organisation does not have a separate address, put the address of the relevant contact person. The contact person should have a good knowledge of the Application and be available for us to contact if we need further details. Ensure that this person keeps a completed copy of the Application Form. To be eligible to receive funding, your Organisation needs to meet the Fund’s eligibility criteria – see Application Information sheet.

PAVS Membership

PAVS is a membership association and encourages all voluntary and community organisations in Pembrokeshire to become members. Becoming a member of the association helps in our role of providing a comprehensive and responsive support service to the voluntary sector in Pembrokeshire. If you are not already a PAVS member, then please contact us if you would like more details or a membership form. However, the South Hook LNG Community Fund is open to all groups operating or located in Pembrokeshire and will not prioritise groups who are PAVS members.

Question 2 - Organisations aims and the main services/activities provided

Aims describe what your Organisation is set up to achieve – and the difference you want to make in the long-term. Services and activities are the things an organisation does to achieve its aims. For example - Aim – to support carers in Pembrokeshire and improve their health. Activities – to run a weekly support group and organise social outings for carers. You may wish to take this information from your governing document which should reflect both your aims and activities.

Question 3 - People involved in your group

Management committee members: Management committee members are unpaid.

Volunteers: Volunteers are unpaid individuals involved in carrying out the work of the organisation. Volunteers do not have overall responsibility for the organisation but make a very valuable contribution of their time.

Staff: Staff are paid individuals involved in carrying out the work of the organisation. Staff may work full-time, part-time or be contractual. Staff do not have overall responsibility for the organisation.

**Members**: An organisation’s members are individuals or organisations who are defined as members by the governing document and agree to abide by the organisation’s rules. In smaller organisations the management committee may be the members.

**Question 4 - Bank Account details**

Give details of your account so that the payment can be processed if your application is successful. Please do not include your bank account number.

**Question 5 - The project name**

If your project has a name, then let us know what it is.

**Question 6 - Location of project**

Tell us where your project is taking place. You might like to include a plan or pictures showing the site location of your project within the area.

**Question 7 - Amount requested**

Groups are eligible to apply for up to £5,000 of funding towards purchases or a project. Apply for less money if you do not need the full amount.

**Question 8 - Start and end date of the project**

Project start dates must be at least 4 weeks after published application deadline dates. State when you intend to have spent the funding by to show the planned duration of the project.

**Question 9 - Item(s) requested, purpose for use, activities/services/ improvements resulting from funding**

Tell us what you want to do with the funding. Tell us about the items you would purchase. Explain what you will use the funding for – what activities/services/ improvements will you deliver as a result of purchasing these items.

**Question 10 - Project costs**

Please ensure that the costings you provide are as accurate as possible and that you have obtained quotes, where you can. Please include copies of these quotations and provide justification of the quote selected. For any individual items over the value of £1000, Applicants will be expected to have two quotes and include copies. All alterations / adaptations to buildings need two quotes. The amount outstanding in question 10 should be shown in question 11. Please plan project spend to begin at least 4 weeks after published application deadline dates

**Question 11 - Match funding for this project**

This Tier of the Fund will prioritise support for projects where there is some element of match-funding to show the commitment of the Organisation to a particular project. This can include; the Organisation’s own funds, fundraising, volunteer in-kind contribution, donation of goods or grants. If this is a grant, then detail whether this has been secured or when you are likely to know the outcome.

**Question 12 – Details of your organisation’s fundraising**

Please give details of your ongoing fundraising efforts explaining how you engage with your local community to fundraise for the ongoing work of your organisation.

For example, tell us about any regular fundraising events or appeals that you have held in the last year.

**Question 13 – Previous funding received from South Hook LNG**

Please detail if you have received funding from South Hook LNG for this or other projects and initiatives over the last 3 years. This information helps the Community Fund Panel Members to understand past donations and projects previously supported by South Hook LNG.

**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.**

**Question 14 - Detail re: VAT issues**

If your Organisation can claim VAT back, then do not include VAT in your costs and make sure you send us your registration number. Otherwise include VAT in your costs to be covered by the funding.

**Question 15 - Ownership of building/ land**

If your project involves work on a building or land then confirm the status of Organisation’s relationship with this building/ land. Applicants for land/ property projects should either be the owners or hold a lease with 5 years remaining. Where this is not in place groups will need to provide written evidence of permission from the landowner for the developments and provide adequate evidence that the facilities will be used for wider community benefit for the next 5 years. This fund will consider supporting **voluntary/ community organisations** wishing to make capital improvements to a building where they have a minimum of 5 years remaining on a lease.

**Question 16 - Planning permission**

Give details of whether you need planning permission for this project – if you need planning permission then you must confirm that this is in place prior to release of funds and retain evidence; there is no need to send in copies of this documentation.

**Question 17 - Evidence of need for the project/ purchases**

Show that the service/activity funded by the South Hook LNG Community Fund are wanted and needed by those that are intended to benefit. Ways to prove that the funding is needed include:

- Letters of support - Results of a survey, questionnaire or interview

- Local statistics - Your own observations

- Anecdotal evidence from current members/service-users

Gather evidence from a number of sources and in a range of ways and give details here. Applications which are able to demonstrate a greater need may be prioritised.

**Question 18 – Number of beneficiaries**

Please give a realistic estimate of the number of people who will benefit from the funding. What is this figure based on? Who will benefit from the project?

**Question 19 - Beneficiaries**

What positive change will happen as a result of the project? To answer this question, think about what will be different for the beneficiaries at the end of the project, how will this project have made things better, what will have been achieved?

**Question 20 – Key Themes – Safety, Environment, Education & Wellbeing**

Tell us how your project contributes to the priorities of the Community Fund – how does your group ensure wider community involvement and prioritise the key themes.

**Question 21 - Links and fit with other activities/ groups in your community or field of activity**

Tell us about the links that your Organisation has with other community groups or agencies working in your geographic area and field of work. This information can help to show that you are maximising any potential opportunities through networking and sharing good practice.

**Question 22 – Safe and correct usage of capital items purchased**

Tell us about the following:-

* **Health and safety & ongoing maintenance**: How you will address any health and safety issues involved in your use of the capital items. Show that the capital items will be well looked after and used for as long as possible. How do you intend to maintain the items?
* **Insurance**: Ensure that you have an appropriate insurance policy in place for the items that you purchase.
* **Storage:** Where will the equipment be stored?
* **Use by the wider community**: Will the equipment/ facility be used by the wider community – how will this be organised?

**Question 23 – Monitoring and evaluation of project**

Please tell us what you will measure the success of your project and how you will collect this information. For example, you may decide to count the number of people using a facility or attending an activity, by using a registration form. Another way of measuring the success of your project is by sending out evaluation forms to all participants. For guidance see Charities Evaluation Service free publication ‘First steps in monitoring and evaluation’ [www.knowhownonprofit.org](http://www.knowhownonprofit.org)

**Question 24 – Checklist and Declaration**

Please make sure you have included everything asked for in the Application. The declaration must be signed by two people who are willing to be responsible for the content of the Application Form. If you are using an e-signature, please ask your second signatory to email in support of the Application, clearly stating the name of the applicant group.

Please e-mail a copy of your application to: [development@pavs.org.uk](mailto:development@pavs.org.uk)

**Help is available!**

Remember that if you need help with completing the form or have any queries, please contact the Third Sector Support Team at PAVS (01437) 769 422 or e-mail us: address as above.

Applicants will be notified of the outcome as soon as possible, this usually takes around 4 weeks from the deadline date.