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

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

b. To comply with eligibility, 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

5. Name of the project if different from the Organisation:

6. Where will the project take place?

7. How much money are you requesting from the Bluestone Foundation Community Fund?

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

9a. What is your project? Include details of who it will benefit, what it aims to achieve and how.

|  |
| --- |
|  |

9b. How will you spend the money if you get it; what items will you purchase and how will these be used in the project?

|  |
| --- |
|  |

9c. Are you applying to any other funds for the items detailed in 9b? If so please detail which items and to which funds you are applying.

|  |
| --- |
|  |

10. Please provide a full breakdown of the costs of your project:

* Give clear costings with exact figures.

Please note that this grant 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, unless VAT Registered)** | **Amount requested from BFCF****(max. £2,500)** |
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| **Match Funding (if any)** These can be from other funders or from your organisation’s own fundraising or resources including the cost of your organisation’s own workers or the value of volunteers’ time which contributes directly to the project.Please state if match funding is Confirmed/ Awaiting Outcome |  |  |
|  |  | £0.00 |
|  |  | £0.00 |
| **TOTAL** | **£XX.XX****Project Total** | **£X.XX Amount Requested From BFCF** |

11. Has your organisation received any funding from the Bluestone Foundation in the past?

Yes No

If yes, please give details here:

*Monitoring and evaluation forms from your previous project must be returned before you may apply again. You are unable to apply in two consecutive rounds.*

12. Can VAT be reclaimed on your project costs (please circle)? Yes or No

If yes, give your VAT registration no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and VAT will be

Non-claimable through this grant.

If you are not VAT registered, please ensure that costs of items listed are inclusive of VAT

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

☐ Own ☐ Lease Period remaining\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. 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 |  |

15. How do you know that this project is needed and what evidence do you have to support it?

16. Project beneficiaries

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

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

18. Please explain how your project supports the aims of the Bluestone Foundation Community Fund (*see Information sheet*)

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

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

21. 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 a grant being awarded that it will be used exclusively for the purposes specified, unless changes have been negotiated with the Bluestone Foundation 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures are required 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.

**CHECKLIST - Please ensure that you:**

|  |  |
| --- | --- |
| Read the Application Information sheet  |  |
| Answer all the questions & two representatives of your organisation sign the declaration |  |
| Keep a copy of your completed application form |  |
| Enclose a copy of your constitution |  |
| Enclose a copy of any costings - if applicable  |  |
| Include 2 quotes for individual items over £1000.00 |  |
| Ask for support from a PAVS Development Officer if you have any queries |  |

In line with PAVS’ Privacy Policy ([Privacy Policy | Pembrokeshire Association of Voluntary Services (pavs.org.uk)](https://www.pavs.org.uk/contact-us/privacy-policy/) 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 the assessment panel for this fund and shared as part of our partnership working to deliver this scheme. Details of funded projects may be published by PAVS and the Bluestone Foundation. No personal contact details will be published.

Email your completed form by 12 Noon on the deadline day to: development@pavs.org.uk