



## COMMUNITY DEVELOPMENT FUND Criteria

### 1. INTRODUCTION

TVA has been successful in securing funding from the National Assembly for Wales under the Community Facilities and Activities (CFAP) programme to distribute, by way of grants, a sum of approximately £50,000 to voluntary/Third Sector groups in Torfaen

This grant scheme is designed to provide not-for-profit voluntary and community groups with a new source of funding to develop community facilities and activities. Organisations who are currently not members of TVA will be offered the opportunity to join.

The scheme aims to promote the regeneration of communities in Torfaen by tackling the following priorities:

- ❖ Creating or refurbishing facilities available to the community as a whole, including adapting premises to ensure equal access to disabled people as required under the Disability Discrimination Act 1995/2005
- ❖ Acting to improve the built or natural environment for local people.
- ❖ Improving the well-being of the community by encouraging active and healthy lifestyles.
- ❖ Providing facilities or activities which reduce poverty, inequality, discrimination and social disadvantage.
- ❖ Encouraging training that targets vulnerable or excluded people.
- ❖ Supporting the growth of community businesses and social enterprises.
- ❖ Assisting the promotion of job opportunities and increased incomes.
- ❖ Involving people of all ages and abilities in the community and addressing the needs of socially excluded groups.
- ❖ Strengthening the cultural and linguistic identity of the community.

### 2. ELIGIBILITY

#### **a) Applicant Organisations must have:**

- a Management Committee
- a Constitution
- a Bank Account with at least two signatories to pay money out of the account
- Audited Accounts or, for new organisations, Income and Expenditure projections for the first year
- An annual income of not more than £20,000.00
- quotes from suppliers for capital works / equipment
- an Equal Opportunities Policy

Torfaen Voluntary Alliance can provide advice and assistance on matters relating to the eligibility requirements.

Every project has to demonstrate how it addresses Equal Opportunities. The criteria against which applications will be assessed will aim to ensure that activities supported by any grant are accessible to all.

b) The organisation must be capable of undertaking the necessary monitoring and evaluation activities in accord with the systems designed by Torfaen Voluntary Alliance regarding the use of monies in the event of a grant being awarded.

c) An application made on behalf of two or more organisations working together on the same project is acceptable.

Town and Community councils are not eligible to apply for funding.

### **3. WHAT CAN BE FUNDED?**

The funding given can be for **capital costs only**. Grants can range from a minimum of £300 to a maximum of £3,000 and are available over one year only. Grants may be given on a 100% basis, which means that **no match funding will be required**. Funding requested should not replace statutory funding.

### **4. ASSESSMENT**

Applications will be considered by a 'grants panel', representative of Voluntary/Third Sector organisations within the county. **The grant scheme will be run over two rounds. The first round will be for £25,000.00 closing on the 30<sup>th</sup> June 2010 and the second round closing on the 14<sup>th</sup> December 2010.** Bearing this in mind, applicants are advised to complete and submit their applications as soon as possible. **Applications will be assessed by the panel in the early part of July 2010 and January 2011 respectively and all applicants will be advised of the outcome accordingly**

### **5. MONITORING AND EVALUATION**

All successful applicants will be expected to provide monitoring reports on their projects in line with the requirements of the Welsh Assembly Government in relation to the Community Facilities and Activities Programme (CFAP).

**If you have any questions, please contact:**

CFAP Administrator  
Torfaen Voluntary Alliance  
Portland Buildings  
Commercial Street  
PONTYPOOL  
Torfaen  
NP4 6JS

Tel: 01495 756646

Fax: 01495 740097

E-mail: [johntaylor@torfaenvoluntaryalliance.org.uk](mailto:johntaylor@torfaenvoluntaryalliance.org.uk)

Website: <http://www.torfaenvoluntaryalliance.org.uk>

## COMMUNITY DEVELOPMENT FUND – Procedures

The procedures to be followed by Torfaen Voluntary Alliance in considering the allocation of the **Community Development Fund** (CDF) to voluntary organisations in Torfaen are as follows:

1. Completed application forms from voluntary / community organisations, together with the necessary papers, should be sent to Torfaen Voluntary Alliance. An application will be deemed as being incomplete in the absence of the necessary papers.
2. Applications will be considered by a 'grants panel' representative of the voluntary sector in Torfaen
3. The Voluntary Organisation must submit the necessary papers as indicated in the "Criteria" (attached), together with any supplementary information that might be requested.
4. The Voluntary Organisation must use the grant for its approved purpose. Any proposed deviation must be reported to Torfaen Voluntary Alliance.
5. As a corollary to 4. above, the Voluntary Organisation must agree to repay the grant to the extent that it is not used for the purpose for which it was given.
6. As a condition of receiving the grant, the Voluntary Organisation will be expected to put into place arrangements for monitoring and evaluating the use of the monies. The organisation must report back to Torfaen Voluntary Alliance in line with the monitoring and evaluation requirements set down.
7. Applicants will be informed of the panel's decision, whether successful or unsuccessful.

# COMMUNITY DEVELOPMENT FUND 2008/09 – APPLICATION FORM

Please read the attached papers on 'CDF Applications' before completing this Application Form.

## 1. Organisation Details

Name of Organisation .....

Name of contact ..... Position .....

Address .....

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..... Post Code .....

Tel No. .... Fax .....

Email ..... Web .....

### Project Location (if different)

Address .....

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..... Post Code .....

Tel No. .... Fax .....

Email ..... Web .....

### a) Main aim of the Organisation (Why was it set up, etc?)

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### b) Main activities of the Organisation (What it does, etc?)

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**c) Please describe the Management Committee (Who is involved, etc?)**

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**2. Project Details**

**a) Description of the project and the purpose for which the grant is being requested**

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**b) How do you know there is a need for the project and what evidence do you have to support this?**

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**c) How will the project promote the regeneration of your community and address the priorities of the grant scheme? See the criteria for the grant scheme.**

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**e) Who would benefit from the project (types of individuals and groups, numbers etc)?**

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**f) How would they benefit (What difference will the project make)?**

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### 3. Project Costings

a) Total project cost £ \_\_\_\_\_

b) Amount of grant requested £ \_\_\_\_\_

c) Please identify other funding sources and contributions towards the full project costs

d) Please give a detailed breakdown of how the actual grant would be spent:

	Item of Expenditure	Cost (£)
1		
2		
3		
4		
5		
	Total Cost	

### 4. Organisation's Finances

Please indicate your main sources of funding for the current financial year

	Source	Amount (£)
1		
2		
3		
4		
5		
	Total Amount	

In addition please enclose:

- a) a copy of the Organisation’s latest annual accounts OR Income and Expenditure projections for the first year and also
- b) A copy of the Organisation’s latest bank statement, not more than three (3) months old.

**5. Bank Details of Organisation**

If the grant application is successful please provide bank account details for the receipt of funds directly.

Name of Bank:.....

Name of Account Holder:.....

Account No:..... Sort Code.....

Names and positions of bank signatories

	Name	Position
1		
2		
3		

**6. Checklist**

Have you enclosed the following? (please circle)

1	Copy of the constitution	Yes / No
2	Up-to-date bank statement	Yes / No
3	Annual accounts / first year income and expenditure projections	Yes / No
4	Quotes	Yes / No
5	Annual Report (if available)	Yes / No
6	Equal Opportunities policy	Yes / No

Main Contact

Name .....

Position .....

Signature .....

Date .....

Second Contact

Name .....

Position .....

Signature .....

Date .....

*If you require further information, please contact:*

**CFAP Administrator**  
**Torfaen Voluntary Alliance.**  
**Portland Buildings, Commercial Street, Pontypool, Torfaen. [Tel:- 01495 756646](tel:01495756646) or e-mail [john.taylor@torfaenvoluntaryalliance.org.uk](mailto:john.taylor@torfaenvoluntaryalliance.org.uk) or fax: - 01495 740097**

Completed application forms together with the necessary papers should be returned to the above address.