



Mayor's Foundation Cronfa'r Maer

Vale of Glamorgan Council · Cyngor Bro Morgannwg

Step-by-step guide to completing the Mayor's Foundation Grant Application Form

If in doubt – ask. We are here to help you through this process!

Section 1: Your organisation

Name of your group or organisation – if applicable, as it appears on your governing document.

Project title - Give a short, meaningful title for your project.

Contact name - someone in the group/organisation we can contact during office hours and who is familiar with both the application and the project.

Address for correspondence - this is where we will send all paperwork for the project.

Telephone number - please provide a daytime contact number for the contact person.

Mobile number - for the contact person.

Email address – for the contact person.

Legal status of your group or organisation. - I.e. constituted group, village hall committee, charity, community council. Please refer to separate 'Legal structures summary' document for guidance.

Your organisation - briefly tell us about the aims and objectives of your organisation and how long it has been established.

Section 2: Project summary

Tell us about your project, as follows:

- Describe what currently exists, what it is that you want to do and what the end product(s) will be.
- Specify the location of your project if it relates to particular property or land.
- Tell us who will manage your project and describe their relevant experience.
- Provide any other information that will help us to fully understand your project and its benefits.
- Provide us with a realistic assumption of when you anticipate starting and completing your project
- Please limit to 250 words

Section 3: Project costs

Project costs - Give an itemised breakdown of how much funding you want from the Mayor's Foundation Fund for each financial year. Total the amounts at the bottom of the column. Include **VAT** if applicable. You must only include VAT in the amount you request from us if you cannot claim it back from HM Revenue and Customs. If you later find that you can recover VAT that we have included in our grant, you must repay this amount to us. VAT can add a considerable cost to a project. We recommend that you contact HM Revenue and Customs for advice before you apply.

Match funding - You don't need to have match funding towards the project but it is great when you can add value using other sources of funding.

Tell us if you have secured funding from other funders for your project, or if you are using your own funds or if you have no match funding. If you have tried to secure match funding but been unsuccessful please provide details. Please provide evidence of the secured match funding i.e. an offer letter of funding or a bank statement with sufficient funds for the amount required. You can use your own funding as match on projects.

Section 4: Project details and strategic fit

The information you provide in this section will be used to assess the merits of your project and it is important that you answer all questions fully.

All applicants for the Mayor's Foundation Fund Grant are required to demonstrate that there is a proven need for their project. You should describe how you have engaged with their local stakeholders in developing their project and how they have helped to shape the project.

Please confirm that where relevant the relevant consents and permissions are in place to allow your project to proceed e.g. ownership or land agreement, planning consent or other consents and licences.

Section 5: Signature

Please read the terms and conditions of under which you are applying for grant and ensure that these are acceptable to your organisation. Please state your role within the organisation.



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Guidance Notes

What is the Mayor's Foundation Grant Fund?

The Mayor's Foundation Grant Fund will offer grants to Community Groups, the Voluntary Sector and not for profit organisations towards the cost of initiatives within the Vale of Glamorgan that help to support the Council's vision of "strong communities with a bright future". The specific funding available each year to be allocated as part of this grant scheme is £5,000.

The fund aims to provide additional funding between £100 and £250 to enhance the work of voluntary and charitable organisations within the Vale of Glamorgan.

How do I apply?

Applicants must complete a The Mayor's Foundation application form which is available from the Mayor's office via the Vale of Glamorgan Council's website.

Incomplete applications or applications submitted without the correct supporting documentation will not be considered.

Who can apply?

The fund is open to applications from Community Groups, the Voluntary Sector and not for profit organisations.

What can't be funded?

The following are examples of things that would not generally be supported.
(This list is not exhaustive).

- Day-to-day running costs (e.g. core staff, utility bills, council tax, rent and insurance)
- Projects that are eligible for support from other Council Schemes: e.g. Events fund
- Projects that do not align to the Council's Corporate Plan
- Projects that cannot demonstrate need
- Projects that happen or start before we confirm our grant
- Items that mainly benefit individuals (for example, equipment that is not shared)
- Religious or political activities, including campaign groups

- Hospitality e.g. Purchase of alcohol
- Routine repairs and maintenance – e.g. Boiler servicing, grass cutting
- Projects that do not take place in the Vale of Glamorgan
- Recoverable VAT

How much should I write in my application?

As these are small grants we are not looking for a lot of detail. The amount of information you give us in this application should be proportionate to the amount of funding you are looking for. E.g. A few lines in each section is all that we require to support a small grant for equipment. If in doubt – ask.

Do I include VAT in my application?

You can only include VAT in the application if you cannot claim it back from HM Revenue and Customs. Applicants are responsible for taking advice on VAT. Unfortunately the Council cannot offer this advice.

How long does a grant last?

Funding should be spent within 6 months of the date of the award letter.

How will the grant be paid?

The grant will be paid in advance and your organisation should complete and return a certificate of completion when the funding has been spent.

What is the application timetable?

Applications to the **Mayor's Foundation Fund** will be invited three times each year on 1st September, 1st December and 1st April. Application windows will be advertised on the Vale of Glamorgan Website.

Your application must be complete with all attachments and submitted in hard copy or email by 12 noon on the deadline date. Applications received after the deadline will be held until the next application round. You can submit your application at any point during the window. Keep in touch with us and don't hesitate to ask any questions.

If your application is successful, you will be issued a funding letter and associated documents to sign and return. If you have any questions at this point we will be happy to help you.

Who makes the decision and what are the assessment criteria?

Your application will be examined by the relevant Officer at the Vale of Glamorgan Council and any queries followed up with you. Your application will then be submitted to a grants evaluation panel for consideration. The panel is made up of the following:

- The Mayor of the Council
- Cabinet Officer
- Finance Officer

The grant panel may choose to attach conditions to your grant offer if successful. You will then be notified in writing of the panel's decision.

The panel will assess your application against the following criteria:

Assessment Criteria

The Mayor's Foundation Grant Fund project proposals will be scored using the following scoring scale of 0 – 10 to give a maximum total score of 30. No application will progress which scores less than the minimum quality threshold of 15.

	Priority Criteria	Score
1	Strategic fit with: <ul style="list-style-type: none">• Vale Council Priorities• Future Generations Act 2015	0 – 10
2	Value for money and outcomes	0 – 10
3	Stakeholder engagement and in shaping and delivering the project and Added Value.	0 – 10
	Total	30

Criteria 1 – Strategic Fit

Score up to 10

Do not be scared by this section! If you aren't sure how your project fits with this section, don't worry - just ask one of the Economic Development team and they can give you some pointers. The idea behind showing these links is to make sure that projects funded are relevant to the priorities of the Council and Welsh Government.

Contribution to the Vale of Glamorgan Council's Priorities

Applications need to be consistent with the Council's values set out in the Corporate Plan which contribute to the Council's Wellbeing Outcomes.

Outcome 1: An inclusive and safe Vale
Reducing poverty and social exclusion.
Providing decent homes and safe communities.

Outcome 2: An environmentally responsible and prosperous Vale
Promoting regeneration, economic growth and employment.
Promoting sustainable development and protecting our environment.

Outcome 3: An aspirational and culturally vibrant Vale
Raising overall standards of achievement.
Valuing culture and diversity.

Outcome 4: An active and healthy Vale
Encouraging and promoting active and healthy lifestyles.
Safeguarding those who are vulnerable and promoting independent living.

Projects should be able to demonstrate a link to one or more of the above objectives, please tick which ones apply to you.

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act is about improving the well-being of Wales.

The Act has 7 well-being goals:

- A globally responsible Wales
- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

The Act has 5 ways of working:

- Integration
- Collaboration
- Prevention
- Long-Term
- Involvement

Projects should be able to demonstrate a link to one or more of the above wellbeing goals and ways of working. Please tick which ones you think apply to you. We are not looking for a lot of detail in this section.

More information on the Future Generation Act.

Criteria 2 – Value for money and outcomes

Score up to 10

This criteria speaks for itself. We want to know what you intend to achieve through your project. Give us an idea of what you hope to achieve and how much this will cost. We have a limited amount of money and projects that achieve more with their grants will score more highly in this section.

Criteria 3 - Stakeholder engagement in shaping and delivering the project

Score up to 10

Projects should be developed in response to detailed local knowledge and sound evidence of need. Local communities are best placed to understand their local circumstances and to identify the barriers and opportunities facing them.

Applicants should explain **who** their stakeholders are; **how** they have been engaged during the development of the project and how they will continue to be involved in its delivery. Applicants should explain the ways in which the final project reflects the outcome of the community engagement.

Applicants should explain the added value that will derive from their project, beyond the core activities it currently delivers. We cannot support the core running costs of your organisation using this funding.

Marketing / Promotional Materials

Your grant offer is conditional upon the use the funding partners' logos on associated marketing / promotional products e.g. flyers, website, interpretation panels. There is specific guidance on this matter which you will have to follow e.g. size of the logos in relation to document size. If you are successful with your grant application we will supply all of this as part of your funding letter.

How many quotes do I need to provide?

The tendering table below sets out the procedure you need to follow. Please ensure you have submitted the appropriate information with your application. We can help you with this process and advise you on how to put together specifications for quotes and tenders.

Tender Information

Estimated Value	Tender Action Required
£100 - £250	One written quote from single supplier

Your application for grant funding must be approved prior to starting work. No grant money will be available for works carried out prior to written approval being issued.

All approved work must be completed and evidence of payment by the applicant submitted before the grant can be claimed.

IMPORTANT

It is important that you read these notes and the step by step guide to completing your application form – they will help you complete your application correctly and help avoid any delays in processing.



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Application Form

Please refer to the Guidance Notes in completing this form and if you are not sure about anything please get in touch with us as we are here to help.

Section 1. Your organisation

Name of group / organisation	
Project title	
Contact name:	
Address for correspondence:	
Phone Number:	
Mobile Number:	
Email:	
Legal status of organisation	
Briefly tell us what your organisation / group does:	

Section 2. Project summary

Please provide details of your project.

Anticipated Project start date:

Anticipated Project completion date:

Section 3: Project costs

Item or activity	Total
	£
Total Mayor's Foundation Grant applied for	
Total Project Cost	
Explain where ALL funding for your project will come from, including any unsecured funds.	

Section 4: Project details and strategic fit

All applicants must demonstrate how the project fits with the Council's vision of supporting "Strong communities with a bright future"

How will your project contribute to the Vale of Glamorgan Council's Priorities? Projects should be able to demonstrate a link to one or more of the outcomes, please tick which ones apply to you below.

Outcome 1: An inclusive and safe Vale

Reducing poverty and social exclusion.

Providing decent homes and safe communities.

Outcome 2: An environmentally responsible and prosperous Vale

Promoting regeneration, economic growth and employment.

Promoting sustainable development and protecting our environment.

Outcome 3: An aspirational and culturally vibrant Vale

Raising overall standards of achievement.

Valuing culture and diversity.

Outcome 4: An active and healthy Vale

Encouraging and promoting active and healthy lifestyles.

Safeguarding those who are vulnerable and promoting independent living.

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act is about improving the well-being of Wales. **More information on the Future Generations Act can be found [here](#).**

Projects should be able to demonstrate a link to one or more of the wellbeing goals and five ways of working, please tick which ones apply to you below.

The Act has 7 well-being goals:

- A globally responsible Wales
- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language

The Act has 5 ways of working:

- Integration
- Collaboration
- Prevention
- Long-Term
- Involvement

Explain the need for the project and the extent to which your local stakeholders have been involved in its development. This could be people that would benefit such as local residents or service users.

What do you hope to achieve through your project? Please list any specific outcomes. We have put some suggested outcomes in the step by step guidance. You may choose from these suggested outcomes below or add in some additional ones of your choosing.

Please confirm that all consents and permissions in place to allow the project to proceed?

Section 5: Your signature

I confirm that the answers given on this application form are true and accurate to the best of my knowledge and belief. I understand that the Vale of Glamorgan Council (VOGC) may collect corroborating information at any time during the application process.

I further confirm that this information is made on the basis that I shall agree to the following conditions, should the application be successful:

- To use the grant for the purpose agreed in the Grant Contract
- To prepare any reports as required relating to the work for which funding is received.
- To agree to any additional monitoring as required
- In the event of the organisation terminating before completion of the work for which the grant is received, any part of the grant which is unspent/unused shall be returned to, including the return or transfer to VOGC of any assets purchased with the grant
- In the event that the organisation terminates, the applicant is expected to return or transfer to VOGC any assets purchased with the grant.

Please be aware that images and information on your organisation or group may be used to publicise the scheme in the press, and in marketing materials.

The information that you provide to VOGC will be held for the purpose of monitoring and evaluation. You will also be added to a database of community organisations in order to receive information on other sources of funding and support that may be of benefit to you.

Please sign below to confirm that you consent to all of the above and that the information that you have provided is accurate and true

Signature:

Name in BLOCK CAPITALS:

Date:

Your completed application along with supporting evidence and checklist may be sent electronically to TheMayor@valeofglamorgan.gov.uk or sent in hard copy to The Mayor's Foundation Fund, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RT along with supporting evidence and signed checklist. If you have any queries about this application form please contact mpetherick@valeofglamorgan.gov.uk or call 01446 704853.

Application Checklist

	Yes	No
I have read and understood the guidelines/notes for applicants. <i>(This will help you complete your application correctly and avoid delays in processing).</i>		
I have fully completed and signed the application form (if in hard copy).		
I have attached quotations for each item in accordance with the tender guidelines. (If only one quotation is provided I have noted this and explained why).		
I have attached copies of the organisation 's constitution and equal opportunities policy.		



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