

Merthyr Valleys Homes Grant Scheme



2010/2011

Please Note: It is important that you read the guidance notes before you complete this application form. Applications will not be accepted unless all the relevant documents are included. Please use the check list.

Question 1: Name of Group

Question 2: Main Contact in Group

Title First Name Surname

Post Held

Question 3: Correspondence Details

Address

Postcode

E-mail

Telephone

Fax

Question 4: Financial Details

Group Name on Account

Bank / Building Society Name

Bank/ Building Society
Address

Sort Code

Account Number

Building Society Roll Number (*if applicable*)

Please give the names of two bank signatories and their positions for your group.

1.Name:

2.Name

Question 5: What does your Group do?

Question 6: What does your Group want to do with the grant?

Question 7: Who will benefit from the grant? e.g. young people, disabled persons, etc

Question 8: How many people will benefit from the grant?

Question 9: Approximately, how many Merthyr Valleys Homes tenants Will benefit from the grant?

Question 13: If relevant please complete the following

Registered charity number

Registered company number

Question 14: Project Dates

Project Start Date Project Finish Date

Please note that all money must be spent by **31st of March.**

Question 15: How many people are involved with your group?

Committee Members Volunteers
Paid Staff Total Membership of group

Question 16: Independent Referees

Please note the referees must not gain from the grant.

Full Name of Referee:	Contact Address:
1.	
2.	

Question 17: Signature

I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate. I understand that Merthyr Valleys Homes may collect supporting information at any stage of the application process. I further confirm that this application is made on the basis that if successful, the Group agrees to the following conditions:

1. Use the grant only for the purpose agreed in the offer letter.
2. Complete a Project Evaluation Form as requested by the 30th April.
3. Return any unspent portion of the grant as soon as the Group is aware that it will no longer require that funding or by the 1st March or if requested by Merthyr Valleys Homes.
4. Ensure that appropriate and adequate insurance is in place for the project.
5. Agree to any additional monitoring as required.
6. In the event that your Group was to close within 12 months from receipt of a grant, any unspent grant will be returned back to Merthyr Valleys Homes.

Data Protection Statement

The information collected upon this form is recorded manually and on computer, and stored securely for the purpose of processing and administration of applications, grants and production of statistics.

Merthyr Valleys Homes (MVH) will process this information (including any personal data) fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. In order to assist MVH in keeping information accurate and up to date, the applicant should notify MVH immediately of any changes to the information which has been entered on the application form.

Personal data is limited to contact names, position, address, telephone and other contact numbers, group, and project; it maybe considered as sensitive personal data where the group / project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical , mental health or sexual life. Contact details will only be disclosed to third parties for the following purposes: to enable MVH to process your application; to announce successful projects, and to promote the grant scheme generally via press releases and other bona fide promotional activities including placement on the MVH website.

Copies of this information will be provided, when necessary to individuals and organisations that MVH consults with when assessing applications and grants.

Please sign to show that you agree to MVH using your data in this way.

I agree to the above use of my data and I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.

Signed by Main Contact _____ Date ____/____/____

Print Name _____

Please return the completed application form and relevant documents to:

Regeneration Team, Merthyr Valleys Homes, Martin Evans House,
Avenue de Clichy, Merthyr Tydfil CF47 8LD