



LGF Start Up Application Form

Please read the guidance before submitting the application

1.0 CONTACT DETAILS:					
Name of Organisation / Business:					
Address and Post Code:					
Post Code:					
Contact Name:					
Landline Number:					
Mobile Number:					
Email Address:					
Website Address:					
Type of Organisation / Business:					
Social Enterprise		Community Group		Charity	
CIC		Sports & Social Club		Residents Association	
Tourism Business (what type)?		Limited Company		Other	
Do you run your organisation / business from a building? If so, please indicate if the building is:					
Freehold:		Leasehold:		Rented:	
				No Building:	
Are you VAT registered? If so, please include your VAT registration number below:					
UTR Number (If applicable)					

2.0 PROJECT DESCRIPTION:	
Please provide details of what you plan to use the grant for:	
Please explain how will the grant help support your organisation / business:	<i>Explain how the grant will assist the organisation / business in improving its services / activities.</i>
If successful, what outcomes will the grant help you achieve :	<i>If successful, what are the outcomes of the project? What will be achieved? What will change?</i>
What benefits will the funding have on the wider community:	<i>How will the finance positively impact on the community? Will you increase users of your service / business?</i>
How do you know that there is a need for your project:	<i>Please provide any information that relates to need of this grant or any community consultation that has been undertaken.</i>
	<i>Please give an update of where you are with any planning permissions being sought.</i>
Please outline how long your proposed project will take to start and end:	<i>Please indicate how long your project will take covering all elements of work from start to finish.</i>

<p>If you are not successful in obtaining this grant what will be the impact on your organisation / business:</p>	<p><i>For example, will the project not go ahead? Will it be delayed? Will you have to reduce staffing or services etc.?</i></p>
<p>How do you feel the grant could impact opportunities for people to use and promote the Welsh language (positive or negative) and if in any way it treats the Welsh language less favourably than the English language?</p> <p>How could positive impacts be increased, or negative impacts be decreased?</p>	<p><i>Positive impact is where it is identified that an initiative (or some aspect of it) may have a positive impact on the Welsh Language by increasing opportunities for persons to use the language, promoting the Welsh Language, increasing numbers or percentage of Welsh speakers or treating the Welsh language more favourably than the English language</i></p>

3.0 PROJECT COSTS:			
Please provide a summary of the costs relating to your grant application:			
Description of works / items needed:	Costs (Inc. VAT):	Supplier:	<p><i>Please ensure that all costs are accurate and based on quotations for building works.</i></p> <p><i>All quotations must be submitted as part of this application.</i></p> <p><i>All contractors / suppliers must be recognised.</i></p>
Total Project Costs:			£
Match Funding Secured (if any):			£
Total Amount of Grant Requested:			£

4.0 JOBS CREATED/SAFEGUARDED: <i>Full Time Job is 1 FTE. Part Time Job would be 0.5 FTE.</i>	
Jobs Created Number	Jobs Safeguarded Number

5.0 GDPR:

Undertaking this work means that we must collect and use information about the people we provide services to and keep a record of those services. Because we collect and use personal information about individuals we must make sure that they know what we intend to do with their information and who it may be shared with.

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

6.0 AUTHORISATION & SELF DECLARATION:

I can confirm that:

- Any measures will be of sufficient quality to ensure they provide a sustained and lasting impact and that works will be delivered to appropriate construction and safety standards.
- To the best of my knowledge, all answers on this application form are true and accurate.
- I am authorised to sign this agreement and act on behalf of the organisation making this application.
- This application is made on the basis that if successful in full or part, the organisation / business will comply with the terms and conditions that follow in the grant offer letter.
- If successful, the project will not start until confirmation to proceed is officially provided

Name of Applicant:		Position:	
Signature of Applicant:		Date:	

7.0 CHECKLIST:

Please ensure that you have completed all of the sections set out in the application form and attached all the required documents:

ALL APPLICANTS:

I have answered all of the questions in this application	
I have read and understand the grant guidance notes	
I have signed the Authorisation & Self-Declaration part in Section 6.0	
I have attached all relevant quotes / potential costs for the proposed project	

Minimum Financial Assistance (MFA)

MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold which allows recipients to receive up to £315,000 over three financial years (the current financial year and the two financial years immediately preceding the current financial year).

MTCBC is requesting written confirmation from your business that the MFA threshold specified will not be exceeded by receiving the proposed assistance.

Please note no award can be made until written confirmation is received.

Declaration:

- I confirm that I have read and understood the Minimum Financial Assistance (MFA) guidance above.
- I understand that the grant payment made will not exceed the MFA financial threshold.

SIGNED: _____

POSITION IN ORGANISATION: _____

Welsh Language

Mae'r ddogfen yma ar gael yn Gymraeg

This document is available in Welsh

Gellir cyflwyno ffurflen gais yn Gymraeg, ac ni chaiff ei thrin yn llai ffafriol na ffurflen gais a gyflwynir yn Saesneg.

An application form may be submitted in Welsh and will not be treated any less favourably than an application form submitted in English.

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.