



**2019/20 APPLICATION FORM FOR AN EMERGENCY GRANT TO  
VOLUNTARY ORGANISATIONS**

Please complete this form as fully as possible, **attach to it the latest available accounts and a copy of the organisation's rules/constitution**, as required by the Grants Criteria.

Please send the completed form and supporting documentation to:

Mrs. Karen Price, Clerk to the Council, Ponthir Community Council, 11 Stokes Court,  
Ponthir, Newport. NP18 1RY

If you have any questions you need answering before you complete the form please contact the Clerk on 07971948351 or by e-mail at [clerk@ponthircommunitycouncil.gov.uk](mailto:clerk@ponthircommunitycouncil.gov.uk)

1. Name of the Organisation

2. Address (including postcode)

3. Please give the name, address, telephone number or e-mail address of the person in your organisation who will be used as the Council's contact in all correspondence or in case of query.

4. Please state the aims and objectives of the organisation and submit a copy of your rules/constitution.

5. Please indicate the number of members your organisation has:

\_\_\_\_\_

Please indicate the number of members residing in the Ponthir Community Area: \_\_\_\_\_

6. Is a membership charge levied? If “yes” please give details.

7. Please state the reason your organisation is applying for a grant..

8. Please explain why this application is not being made within the Annual Grant Scheme.

9. Please give details of any past, current or future fund-raising activities by your organisation.

10. If you received a grant from us last year, please give details on:

a. How the grant was spent

b. How beneficial was this grant to residents of the Ponthir Community Area

11. Please give details of any other grants you have received during the past twelve months or which you have recently applied for.

12. Please indicate your organisation's current financial position by stating the balances available to your organisation at the end of your financial year and give that date and include a copy of your latest balance sheet including income and expenditure over the previous year duly signed by your organisation's Treasurer and an Auditor.

Balances:

Date:

13. Please provide details on how your organisation reflects the linguistic nature and culture of the local community.

#### 14. DECLARATION

I certify that the information provided by me in this application is, to the best of my knowledge correct.

Signed: \_\_\_\_\_

Please print your name: \_\_\_\_\_

Your position in the organisation: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Privacy Notice**

When organizations apply for a grant under the Ponthir Community Council's Grant Process, they submit their information in an application form. Any personal information that is provided in the application is used only for the purpose of reviewing the grant application and the ongoing administration and management of any grants that are awarded. We also publish information about projects in our minutes, website and newsletter, including the amount of grant awarded and the recipient of the grant.